

Managing Submission Data

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Overview

In the current version of Frevvo, submission data can be viewed, sorted, and managed directly from the submissions page. In order for data from particular fields in the form to display in the submissions table, each individual field must be designated as a [Searchable Field](#).

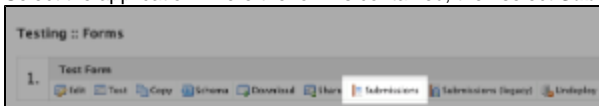
Accessing Submission Page

1. [Log into Frevvo](#) with an account that is able to view the submission data on a desired form



In order to view and or edit submission data, the form owner must specify permissions in either the *Who can view submissions* or *Who can edit submissions* section. If you are given access through *Who can edit the form* section, you will still not be able to view submissions.

2. Select the application where the form is contained, then select **Submissions** under the desired form

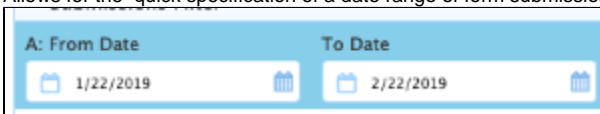


Submissions Filter

This section allows you to filter your submission data by any field in your form that is designated as a [Searchable Field](#), as well as submission metadata such as submission date and time. After every change to the filter, be sure to select **Refresh** on the Submissions Table if it does not automatically refresh.

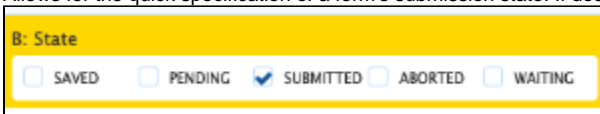
Date Range

Allows for the quick specification of a date range of form submissions. If desired, select a *From* and *To* date. This section is identified as "A".



Submission State

Allows for the quick specification of a form's submission state. If desired, select all appropriate states. This section is identified as "B".



Other Filter Items

This section allows for more granular specification of a filters. Each filter is identified by the number in the *No.* column.

This displays the following records:

Submitted Date	Error	testCheckBox1	testDropdown1	testPhone1	testRadio1	State	Error Description	Submitter ID	Submitter Name	Lock User ID	Lock Date	Lock User Name
Feb 22 2019 10:58		Option_1 Option_2 Option_3 Option 2	Option 2	1115648888	Option 3	SUBMITTED			Anonymous			
Feb 22 2019 10:57		Option_1 Option_2	Option 2	4561237894	Option 1	SUBMITTED			Anonymous			
Feb 22 2019 10:56		Option_1 Option_2	Option 2	1112223333	Option 3	SUBMITTED			Anonymous			
Feb 22 2019 10:56		Option_2	Option 2	1234567890	Option 1	SUBMITTED			Anonymous			

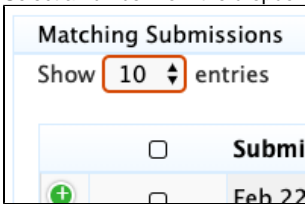
i If the Logic Expression does not seem to be updating the table as you type, see the [Refreshing Submission Table](#) section.

Matching Submissions

The Matching Submissions is where all of the form submission data is displayed based on the [Logic Expression](#) in the [Submissions Filter](#). As a default, it will display with all submissions within the past month, specified by the [date range in section A](#) of the [Submissions Filter](#).

Change How Many Records Display On One Page

Select a number from the dropdown in the top left of the Matching Submissions section. This can be 10, 25, 50, or 100.



Refreshing Submission Table

Normally the table should update after any successful modifications were made to the Logic Expression. If it doesn't seem that the table has updated, select the **Refresh** button from the top-right of the Matching Submissions section.

Submitted Date	Error	testCheckBox1	testDropdown1	testPhone1	testRadio1	State	Error Description	Submitter ID	Submitter Name	Lock User ID	Lock Date	Lock User Name
Feb 22 2019 10:58		Option_1 Option_2 Option_3 Option 2	Option 2	1115648888	Option 3	SUBMITTED			Anonymous			
Feb 22 2019 10:57		Option_1 Option_2	Option 2	4561237894	Option 1	SUBMITTED			Anonymous			
Feb 22 2019 10:56		Option_1 Option_2	Option 2	1112223333	Option 3	SUBMITTED			Anonymous			
Feb 22 2019 10:56		Option_2	Option 2	1234567890	Option 1	SUBMITTED			Anonymous			

Deleting Submissions

Individual submission records can be deleted by the form owners, or anyone specified in the *Who can edit submissions* section of the form. **Once this is done, the deleted submission will NOT be able to be recovered.**

1. Select the checkbox in the second from the left column on each submission record that is desired to be deleted
2. Select the **Delete** button from the top-right of the Matching Submissions section
3. Select the **Ok** button in the dialog that pops up

Submitted Date	Error	testCheckBox1	testDropdown1	testPhone1	testRadio1	State	Error Description	Submitter ID	Submitter Name	Lock User ID	Lock Date	Lock User Name
Feb 22 2019 10:58		Option_1 Option_2 Option_3 Option 2	Option 2	1115648888	Option 3	SUBMITTED			Anonymous			
Feb 22 2019 10:57		Option_1 Option_2	Option 2	4561237894	Option 1	SUBMITTED			Anonymous			
Feb 22 2019 10:56		Option_1 Option_2	Option 2	1112223333	Option 3	SUBMITTED			Anonymous			
Feb 22 2019 10:56		Option_2	Option 2	1234567890	Option 1	SUBMITTED			Anonymous			

Viewing Individual Submission Data

Each submission record contains a detailed view of that particular submission's data. You may double-click anywhere in a record's row to view it.

Additionally, you may select the checkbox on a single submission record, then select **View/Edit** from the top-right corner of the Matching Submissions section.

Matching Submissions													
Show 10 entries													
Refresh View/Edit Delete Download Columns													
<input type="checkbox"/>	Submitted Date	Error	testCheckBox1	testDropdown1	testPhone1	testRadio1	State	Error Description	Submitter ID	Submitter Name	Lock User ID	Lock Date	Lock User Name
<input type="checkbox"/>	Feb 22 2019 10:58		Option_1 Option_2 Option_3	Option 2	1115648888	Option 3	SUBMITTED			Anonymous			
<input type="checkbox"/>	Feb 22 2019 10:57		Option_1 Option_2	Option 2	4561237894	Option 1	SUBMITTED			Anonymous			
<input checked="" type="checkbox"/>	Feb 22 2019 10:56		Option_1 Option_2	Option 2	1112223333	Option 3	SUBMITTED			Anonymous			
<input type="checkbox"/>	Feb 22 2019 10:56		Option_2	Option 2	1234567890	Option 1	SUBMITTED			Anonymous			

1-4 of 4 1 row selected

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