

Searchable Fields in Frevvo Forms -v10

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Overview

Searchable fields provide a whole new way to view and manage your form's submission data.

If a field is designated as a *Searchable Field*, it will:

- Allow that field's data to display in the submission view
- Allow the submission view to be filtered and sorted by that field's data
- Include that field's data in an Excel export



If a field is not designated as a *Searchable Field*, none of the preceding will be possible!

Only controls that are considered form data will be able to be set as a *Searchable Field*. Fields such as link, signature, image, upload, trigger, section, PageBreak, Message, Form Viewer and video controls are not able to be set as *Searchable Fields*.



The current maximum searchable fields on a form is set to 40.

Follow the process below to set searchable fields.

Setting Searchable Fields

1. Log in with an account able to edit the particular form
2. Edit the form
3. In the form *Properties* section under the *Settings* tab, select **Click to setup Searchable fields**

The screenshot shows the 'Settings' tab of a form configuration interface. It includes fields for Form Name, Description, Element Name, Task Info, Tracking Id, Tracking Url, Deployment, Geo Location, Loc. Timeout, and Detailed Loc. A blue button labeled 'Click to setup Searchable fields' is highlighted. Below the button are various checkboxes for form options such as Save, Printable, Save/Load, Show in History, Accessible, Allow Sign Pad, Save PDF, Show Logo, Captcha, Force Auth, and Decorated.

4. In the following, click and drag the desired fields into the *Searchable Fields*: section, or select the >> to move all fields



This will not function in Internet Explorer!

SETUP SEARCHABLE FIELDS

Searchable Fields

Available Fields:

Test Check Box 1

Test Dropdown 1

Searchable Fields:

Test Radio 1**

Test Phone 1**

Searchable Fields

Select searchable fields. Searchable fields may be used to query for submissions and tasks. They also define the fields that will be displayed and exported with submissions and tasks.

Please select available fields and use the arrow buttons to move them to the searchable fields area. Drag and drop available for some browsers.

** Note that the first 5 searchable fields will also be considered the deprecated 5 key fields. These key fields are available on the deprecated legacy submission view.

Finish

5. Select **Finish**
6. Save the form



Submissions prior to setting searchable fields will NOT automatically become searchable or display in the Excel export! You must request a data refresh in order for prior submission data to be included.