## RESPONSES

## **Form**

- > Parameters
- > Responses
- > Script function

## **Responses**

Each time a mobile user validates a form's response, the response data are :

- sent by email (with a PDF file attached) to all the emails filled in the form
- stored and accessible in the back office

The access to the answers to the forms, is possible through 2 methods :

- Form Menu / Settings and Action Button "Answers" on the right of each line of the forms table. Only the answers of this form are displayed.
- Form / Answers Menu. All the answers of all the forms (classified by answer from the most recent to the oldest) are displayed.

For a form, the administrator can export all the answers in a CSV file. (via the 1st method)

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The response table can be filtered (based on the values in the displayed columns) via the input field "Filter on results".

The possible actions via each answer line :

- See details of the answers on one page (with photos and GPS positions)
- See PDF file of the answers
- Delete the answer
- Resend the answer by e-mail to the recipient(s)

## Search among answers button

In order to search for form responses based on the values entered by mobile users, click on the "Search among responses" button.

A search screen allows you to define :

- The Value searched among the form fields (text, numeric, date, ...)
- The target form(s)
- The response validation period

A search screen allows you to define :

- The Value searched for among the form fields (text, numeric, date, etc.)
- The target form(s)
- The response validation period

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By clicking on the "Search" button, the table of answers shows the answers that meet the search criteria.