Reviewing Form Submissions

When a form is submitted, typically you will be notified via the notification system. If you need to review submissions outside of email, Gravity Forms collects all submissions within your WordPress admin dashboard.

In this article, we will show you how to review your Gravity Forms submissions, referred to as **"Entries"**.

Accessing your form submissions

1. Within your WordPress admin dashboard, click on **Forms** in the left side navigation menu.

2. You should now see a list of all forms. To access the submissions for that form, hover over the form you want to access, and click on **Entries**.

3. You should now see a list of all form submissions listed there.
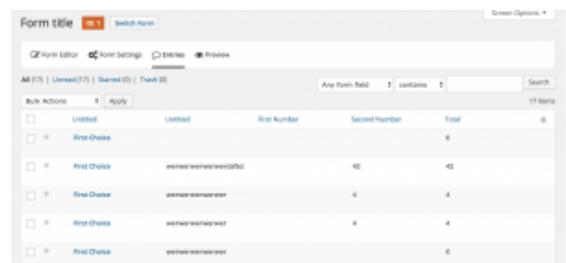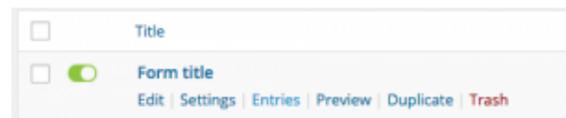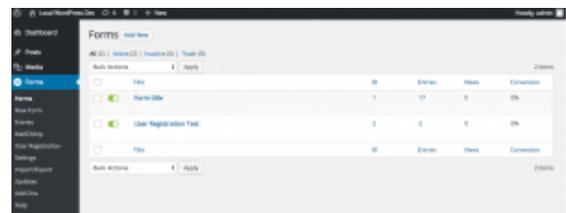
4. To access the full information of an individual form submission, click on the individual entry listed.
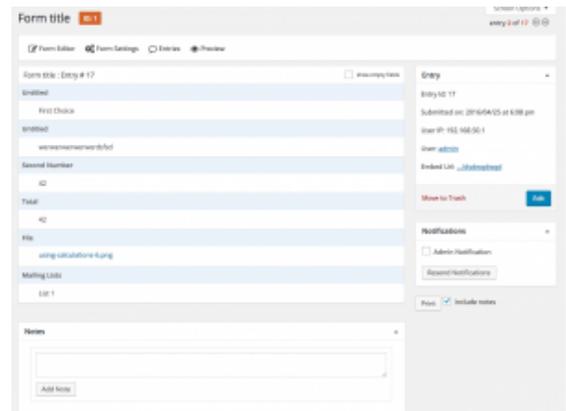
Filtering form submissions

When reviewing form submissions, it is also possible to filter them to get the exact data you're looking for. This is especially helpful if you have a large number of submissions over time.

To filter your submissions, simply access all submissions for your desired form, and use the dropdowns and text fields at the top right.
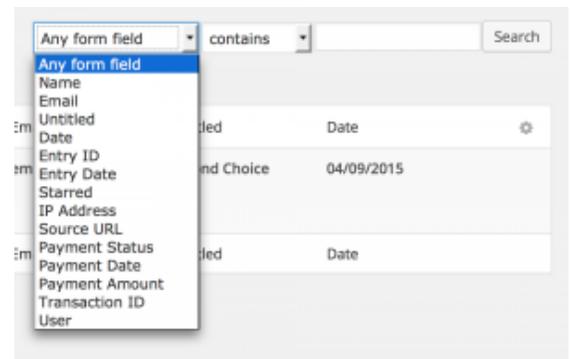
More Detail

To see more info on the Entries list page, refer to this article.

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