

Q

=

Reviewing Form Submissions

- □ Accessing your form submissions
- □ Filtering form submissions
- □ More Detail

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

- 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.

balload .						
	Forms we	-				
free:	ALC: Miles(2)	(Institute (0) Trade (0)				
Nets	Ball Briters	4 Avery				Diser
	0.0	64			Eneries Heart	Conversion
a lines	00	orie 20e		'		
	00.	ter Replication Test.				-
athing .						
ing.	0 1	En			Dates Texa	Convention
erriter .	049 M2016	4 Apply				Date
ddaa D						
	1	Title				
		Edit Settings	Entries	Preview D	uplicate Tr	ash
form title	(R.1) Sends	Edit Settings	Entries	Preview D	uplicate Tr	ash Gener Options +
Form title (29-ione Listo	CT Switch	Edit Settings	Entries	Preview D	uplicate Tr	ash Green Options +
Form title @fiow.tato	CT Switch (Edit Settings	Entries	Averteen heid t	uplicate Tr	ash Green Options + Search
form title (21 ion title M (22 i) (ionad	CT Second (0) (7) Decred (0) 1 Noty	Edit Settings	Entries	Any form here t	uplicate Tr	Screen Options + Screen Options + Screen
Form title @form title app; Limeal but Actors 0 0	CT sender C; Forer Secting (77) Decremit (20) 1 Nooly hethed	Edit Settings	Entries	Any town here to Second Herebook	uplicate Tr	ash Gener Options * Search 10 Item 0
Form title Officer title N/A Actors 0 0	(T) Decret (C) 1 Apply rether Instruction	edit Settings	Entries	Preview D	uplicate Tr	Screen Options + Screen Options + Search 10 bear 0
Form title Ghow title Nuk Actors	Sector Sector C, Fore Sector C, Fore Sector T Darrent (0) T Apply redief Inst Choice	Noni Danna Ministra Turk Ji United	Entries	Preview D	uplicate Tr	Enser Options + Starth 10 team 6
Form title Griow title Buk Actors C C C	2 Settler 3 Settler	Conset	Entries	Preview D	uplicate Tr ontans 1 r Trad 4	Seren Options + Search 10 Isan 0
Form title (2 Your title Buk Rose 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Sendario	Edit Settings	Entries	Avy from hose 1 Second Harriso 42 4	uplicate Tr untane 1 r Treat 4 4	ash Leens Options + O barr 0 barr
Form title (27 ione title Buth Actions C C C C C C C	Sendohi Sendohi C, Korr Serting C, Korr Serting A 2009 Serter		Entries Returke	Avy tion have at a second harded	uplicate Tr outons 1 r Trad 4 4	Enser Options + Serect 10 Jaco 0

4. To access the full information of an individual form submission, click on the individual entry listed.

orm ube		antry2 of 17 G G	
Presidier @hesterings Olivia @fraine			
Form this : Decy # 17	description	tray -	
Indited		81891617	
Frit Duko		Submitted on: 2016/54/25 at 638 pm	
anddad		itser (P. 152, 108, 56.1	
wowenwerwerwerdefed		iver almin	
Second Harriser		Desired Life	
10			
Table		Move to Trach	
4			
Tia		Roomadons	
using-saturations-surg		Admin HaltRutter	
Mailing Lints		Resent Netifications	
DR1		and the second	
		Post Provide Notes	
Netes			
Addition .			

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

Any form field contains • Search . Any form field Name Email Im Untitled Date Date ed ÷ Entry ID 04/09/2015 nd Choice Entry Date Starred IP Address Source URL Payment Status led Date Payment Date Payment Amount Transaction ID User

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

Last modified: May 24, 2018

Return to the Gravity Forms Main Site