Data Viewer

The information for all submitted forms, can be found within the sites **Data Viewer**. If you have edit and manage rights to a site, you will be able to access the data viewer application by navigating to the **site menu** button here and selecting Data Viewer. It's worth noting that you can embed this application into a site via the **Data Viewer widget** and if you would like to know more about how to do this, please see the data viewer widget tutorial in this series.

Once the data viewer is open, the default display will show me the data of any form submissions for this site. If you have multiple forms on a site, like I do in this example, you will need to select which data you want to look at. I'll select the personal details form here which will take me through to the next screen.

As you can see there is a summary on the left-hand side which highlights the total submissions, how many users the site is shared with and the time and date of the first and last submission. The graph will show me the number of daily submissions made in the last 7 days and the daily submission total will be visible on each point in the graph.
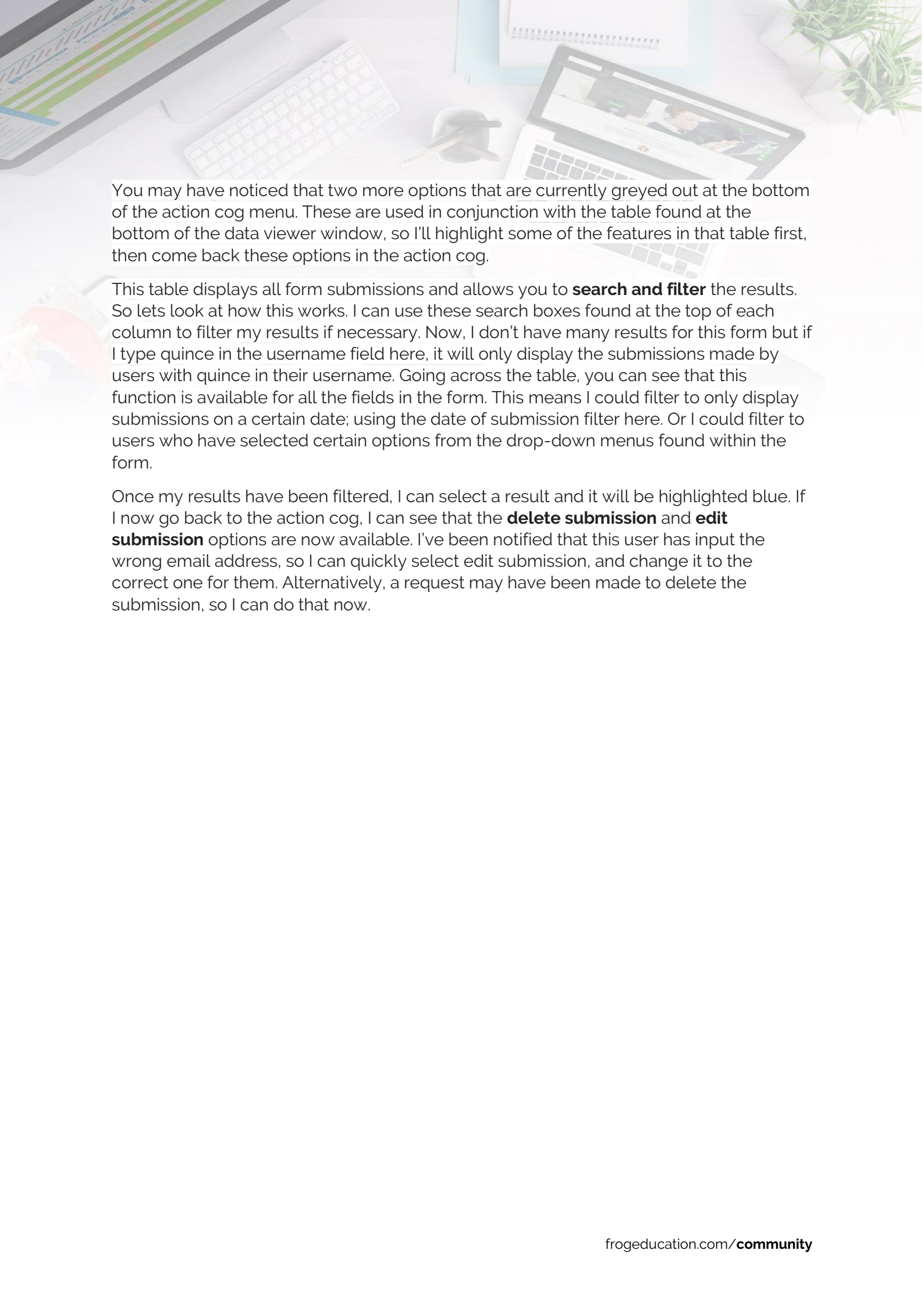
In the top-right hand corner of the graph I can see the **action cog** which lets me decide what I want to do with the form data. Selecting this will open the menu where I can choose to:

- Export the data to a CSV
- Download all files uploaded to the form
- Clear the form results

The **download all files** option can be used when you have included a **file upload field** as part of your form. Selecting this option will download all the files uploaded by users to your desktop.

The **clear results** option in this menu means you can clear all the results of the form so that it can be used again. The results of the form cannot be recovered once cleared so it's important that you export any information you need out of the data viewer before clearing your results.

There are two export to csv functions in here so I'd like to quickly highlight the difference between the two and how they can be used. The **Export to CSV** option will export all form field results with the basic information of the user who submitted the form. If a **User Picker Field** was used in the form, using the Export to CSV option will only display the selected users name in the CSV file when it downloads. Using **the Export to CSV with extended data** option, means the CSV will contain all form submission data, as well as extended data for example (e.g. username, profile, UPN etc) for the individual that was selected using the User Picker field in the form.

You may have noticed that two more options that are currently greyed out at the bottom of the action cog menu. These are used in conjunction with the table found at the bottom of the data viewer window, so I'll highlight some of the features in that table first, then come back these options in the action cog.

This table displays all form submissions and allows you to **search and filter** the results. So lets look at how this works. I can use these search boxes found at the top of each column to filter my results if necessary. Now, I don't have many results for this form but if I type quince in the username field here, it will only display the submissions made by users with quince in their username. Going across the table, you can see that this function is available for all the fields in the form. This means I could filter to only display submissions on a certain date; using the date of submission filter here. Or I could filter to users who have selected certain options from the drop-down menus found within the form.

Once my results have been filtered, I can select a result and it will be highlighted blue. If I now go back to the action cog, I can see that the **delete submission** and **edit submission** options are now available. I've been notified that this user has input the wrong email address, so I can quickly select edit submission, and change it to the correct one for them. Alternatively, a request may have been made to delete the submission, so I can do that now.