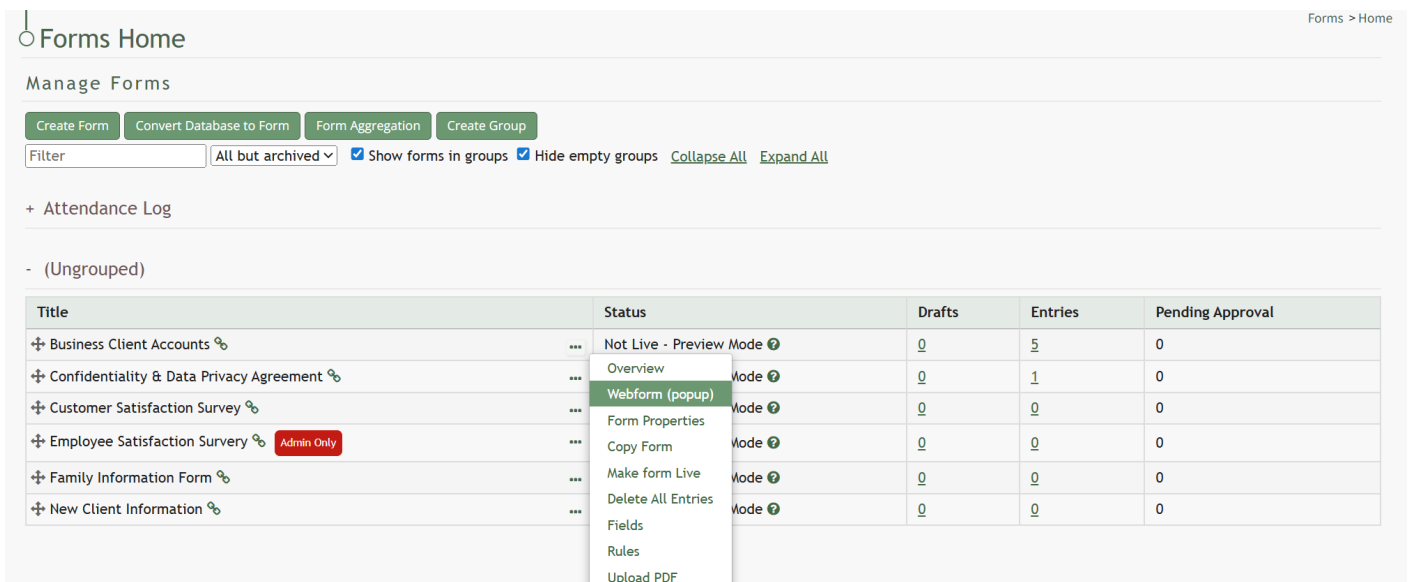


Add an Individual Form Entry

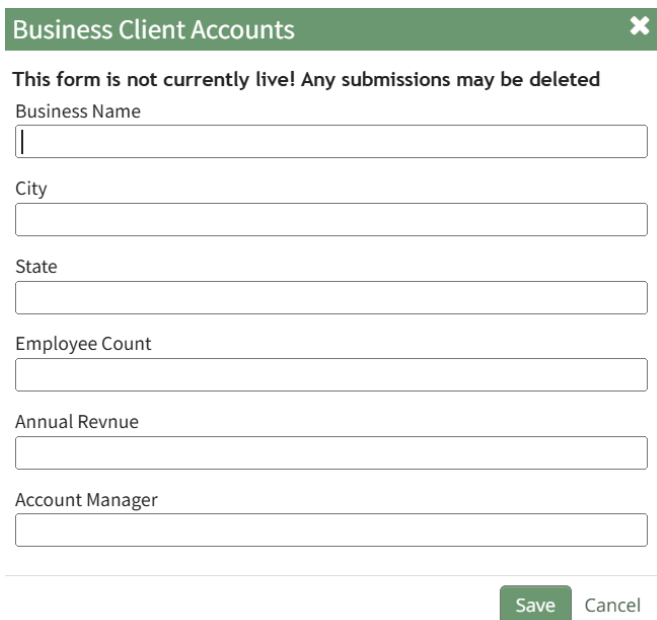
To add a form entry, go to the Home Page of the Form Module. Click the three dot icon to the right of the form you wish to add an entry to opening the context menu.



The screenshot shows the 'Forms Home' page with a 'Manage Forms' section. Below the management buttons, there is a table of forms. The 'Employee Satisfaction Survey' form is selected, and its context menu is open, showing options like 'Webform (popup)', 'Form Properties', 'Copy Form', 'Make form Live', and 'Delete All Entries'.

Title	Status	Drafts	Entries	Pending Approval
+ Business Client Accounts	Not Live - Preview Mode	0	5	0
+ Confidentiality & Data Privacy Agreement	Overview Mode	0	1	0
+ Customer Satisfaction Survey	Webform (popup) Mode	0	0	0
+ Employee Satisfaction Survey Admin Only	Form Properties Mode	0	0	0
+ Family Information Form	Copy Form Mode	0	0	0
+ New Client Information	Make form Live Mode	0	0	0
	Delete All Entries Mode	0	0	0
	Fields			
	Rules			
	Upload PDF			

Select "Webform" to open a modal that displays the form fields.



The screenshot shows a modal titled 'Business Client Accounts' with a warning message: 'This form is not currently live! Any submissions may be deleted'. Below the warning are several input fields: Business Name, City, State, Employee Count, Annual Revenue, and Account Manager. At the bottom right, there are 'Save' and 'Cancel' buttons.

Input the data for each field for the new entry and select the "Save" button. You will return to the Forms Table on the Home Page.

Manage Forms

[Create Form](#) [Convert Database to Form](#) [Form Aggregation](#) [Create Group](#)
Filter [All but archived](#) Show forms in groups Hide empty groups [Collapse All](#) [Expand All](#)

+ Attendance Log

- (Ungrouped)

Title	Status	Drafts	Entries	Pending Approval
+ Business Client Accounts	... Not Live - Preview Mode	0	6	0
+ Confidentiality & Data Privacy Agreement	... Not Live - Preview Mode	0	1	0

The new entry will be recorded, impacting the Entries Count displayed in the Forms Table.

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