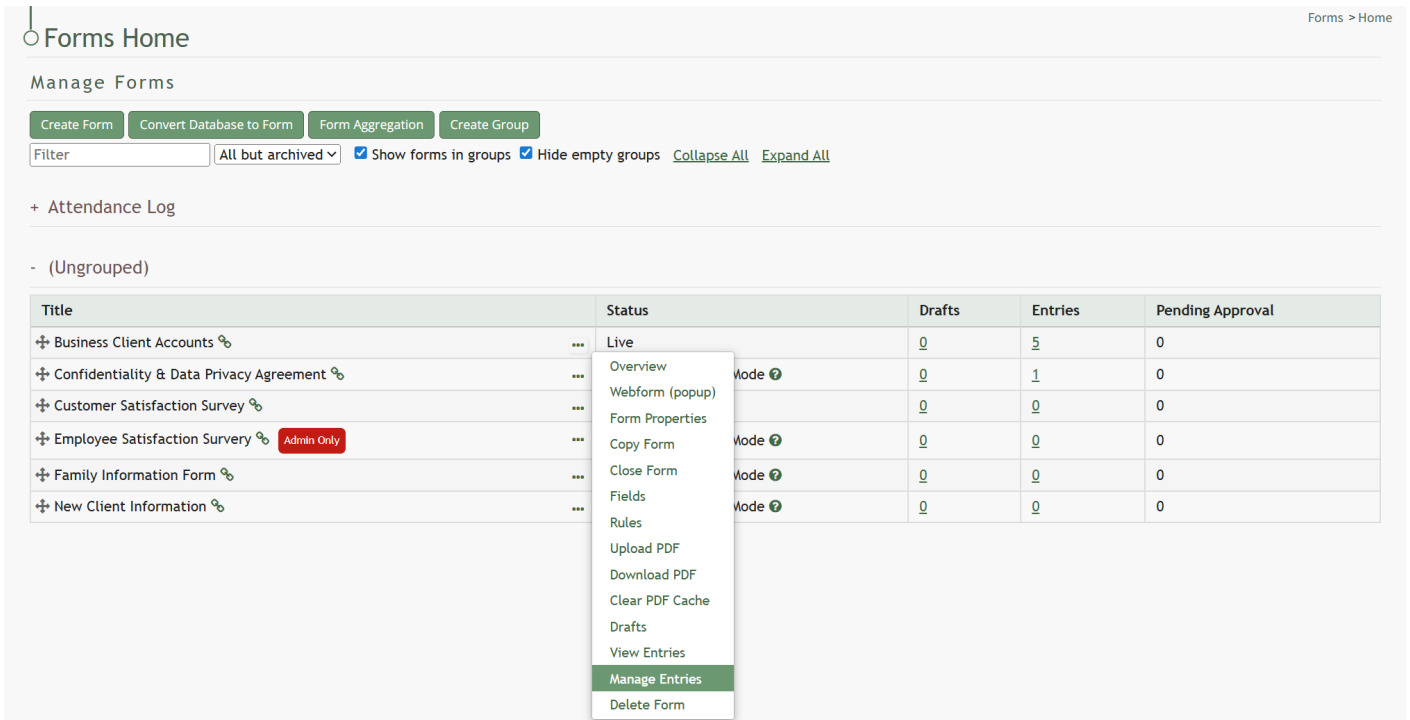


Export Form Entries

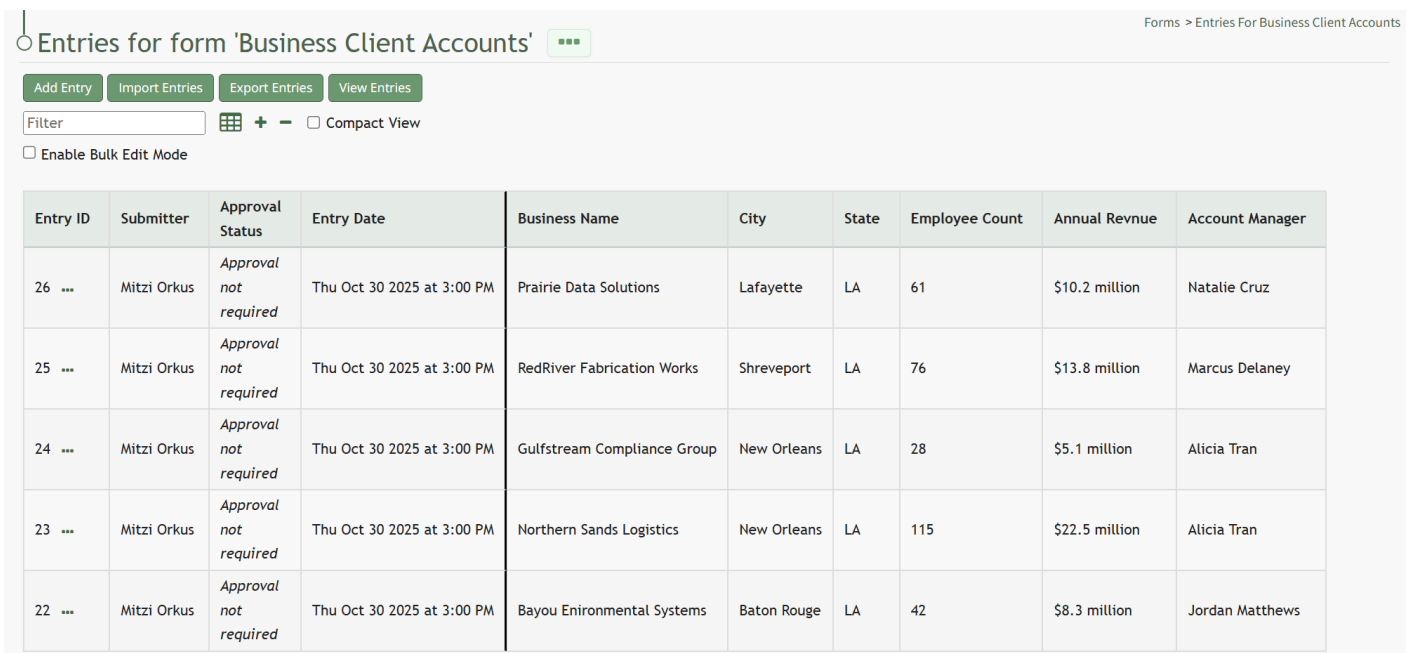
To export form entries, go to the Forms Table on the Home Page of the Forms Module. Click the three-dot icon to the right of the title of the form from which you wish to export all entries opening the Forms Table context menu. Select “Manage Entries”.



The screenshot shows the 'Forms Home' page. At the top, there are navigation buttons: 'Create Form', 'Convert Database to Form', 'Form Aggregation', and 'Create Group'. Below these are filter options: 'Filter', 'All but archived', and checkboxes for 'Show forms in groups' and 'Hide empty groups'. There are also links for 'Collapse All' and 'Expand All'. A '+ Attendance Log' link is visible. The main content area is titled '- (Ungrouped)' and contains a table of forms. The 'Business Client Accounts' form is selected, and its context menu is open, showing options like 'Live', 'Overview', 'Webform (popup)', 'Form Properties', 'Copy Form', 'Close Form', 'Fields', 'Rules', 'Upload PDF', 'Download PDF', 'Clear PDF Cache', 'Drafts', 'View Entries', 'Manage Entries', and 'Delete Form'.

Title	Status	Drafts	Entries	Pending Approval
+ Business Client Accounts	Live	0	5	0
+ Confidentiality & Data Privacy Agreement	Overview	0	1	0
+ Customer Satisfaction Survey	Webform (popup)	0	0	0
+ Employee Satisfaction Survey	Form Properties	0	0	0
+ Family Information Form	Copy Form	0	0	0
+ New Client Information	Close Form	0	0	0

This opens the Manage Entries Page for the specific form of interest.



The screenshot shows the 'Entries for form 'Business Client Accounts'' page. At the top, there are navigation buttons: 'Add Entry', 'Import Entries', 'Export Entries', and 'View Entries'. Below these are filter options: 'Filter', 'Compact View', and 'Enable Bulk Edit Mode'. The main content area is a table of entries.

Entry ID	Submitter	Approval Status	Entry Date	Business Name	City	State	Employee Count	Annual Revenue	Account Manager
26	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	Prairie Data Solutions	Lafayette	LA	61	\$10.2 million	Natalie Cruz
25	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	RedRiver Fabrication Works	Shreveport	LA	76	\$13.8 million	Marcus Delaney
24	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	Gulfstream Compliance Group	New Orleans	LA	28	\$5.1 million	Alicia Tran
23	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	Northern Sands Logistics	New Orleans	LA	115	\$22.5 million	Alicia Tran
22	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	Bayou Environmental Systems	Baton Rouge	LA	42	\$8.3 million	Jordan Matthews

Select the “Export Entries” button under the Entries Page header. This automatically downloads a CSV file that can be accessed from the downloads folder on your personal device.

Revision #4

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