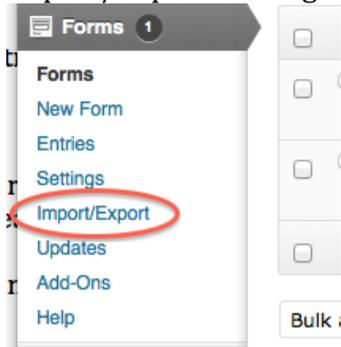


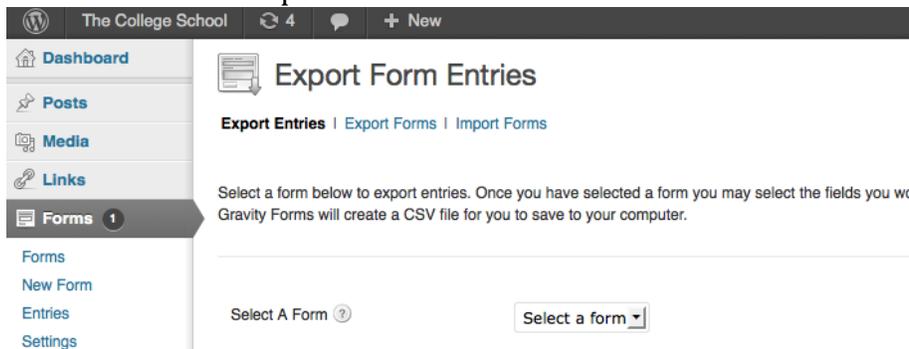
Gravity Forms: Bulk Export Entries

To process entries in an outside program you can use the Import/Export feature of Gravity Forms. It will give you a file that you can open in a spreadsheet or database program like Excel or Access.

1. After you log in to your Dashboard, click on the Forms link in the left menu to access the Gravity Forms screens.
2. From the Forms menu on the left side of the screen, click on the Import/Export link highlighted below.



3. This will load the Export Form Entries screen.



4. From the drop down list, select the name of the form whose entries you wish to export.
5. When you have selected a form, you will be presented with options for what data you would like to export.
6. Select the fields you want to export by checking the box next to the field name.

Select A Form ?

Contact Us ▾

Select Fields ?

Select All

Name

Email

Question/Comment

Created By (User Id)

Entry Id

7. Once you have selected the fields you want, you can select a date range by filling in the “Start” and “End” text boxes.

Select Date Range ?

Start

End

Date Range is optional, if no date range is selected all entries will be exported.

8. The date range is optional.
 - a. To get all entries for the form, leave both Start and End blank.
 - b. To get all entries starting on a given day, fill in Start but leave End blank.
 - c. To get all entries up to a certain day, leave Start blank but fill in End.
 - d. To get one day’s entries, make Start and End the same date.
9. When you have set all of your options, click on the “Download Export File” button.

Download Export File

10. You will then be presented with the standard Save dialog box asking you to pick a location and name for the file.
11. Note the name and location where you save the file so that you can access it later.
12. The file that is downloaded can be opened as a spreadsheet or imported into another database program like Access.