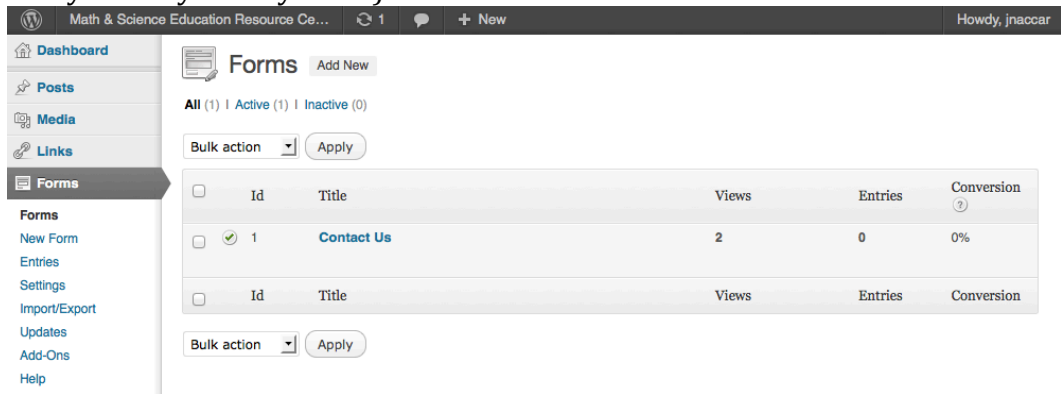


Gravity Forms: Viewing Form Data

To view individual entries, you can use the Gravity Forms WordPress interface.

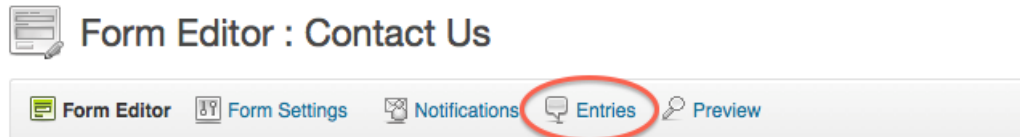
1. Log in to WordPress to access your Dashboard.
2. From the Dashboard, click on Forms in the left-hand menu to load the Form list as shown below (Note: your screen may look different depending on how many forms you may have.)



The screenshot shows the WordPress dashboard with the Gravity Forms plugin interface. The left-hand menu is expanded to show the 'Forms' section. The main content area displays a table of forms. The table has columns for 'Id', 'Title', 'Views', 'Entries', and 'Conversion'. One form is listed with the title 'Contact Us', 2 views, 0 entries, and a 0% conversion rate. The 'Entries' column is highlighted in blue, indicating it is the active view.

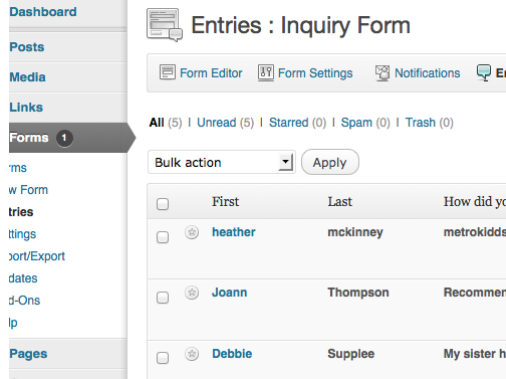
Id	Title	Views	Entries	Conversion
1	Contact Us	2	0	0%

3. Click on the name of the form that you would like to see data for.
4. On the page that loads, you will click on the “Entries” link highlighted in the screen shot below.



The screenshot shows the Gravity Forms Form Editor interface for the 'Contact Us' form. The top navigation bar includes links for 'Form Editor', 'Form Settings', 'Notifications', 'Entries', and 'Preview'. The 'Entries' link is circled in red, indicating it is the link to click to view the form data.

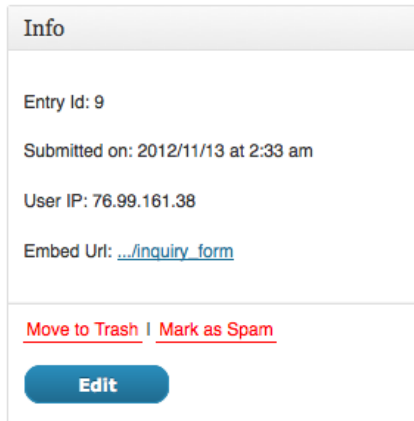
- You will then be presented with a list of all entries that will appear similar to the screen shot below.



- You will see some of the fields listed in the row. However, to view the whole entry, hover your mouse over the first column in the row to bring up a menu. Click on the "View" link highlighted in the screen shot below.



- You will then be presented with all of the fields in the form.
- On the right side of the screen, you will see options for editing the form as pictured below.



- If you are done with an entry, you can use the "Move to Trash" link to delete it from the list of entries.

10. If an entry seems to be a fake, you can use the “Mark as Spam” link to remove it from the list of entries and send it to the Spam folder.
11. Below the “Info” section, there is a button to print the form to save a hard copy.
12. When you are done viewing a form, you can use the “Entries” link highlighted in step 4 to go back to the list of entries.