Form responses

Overview

The **Form Responses** section allows users to view and manage responses submitted through the configured forms. Users can filter responses based on tags, forms, and response type.

Access Path

Leftside Bar → Add on→ Form Responses

Form Responses Overview

The Form Responses section provides filters and options to help users find specific form submissions.

Available Filters

Filter	Description
Tags	Filter responses based on the selected tag.
Forms	Filter responses for a specific form.
Type	Filter responses based on their status/type.
Search	Search for a specific response or record.

The **Type** filter provides the following options:

- **Live** – View responses submitted through the live form.
- **Test** – View responses generated during form testing.

Response List

The response list displays information about submitted forms.

Available columns include:

- **#** – Serial number of the response.
- **Form** – Name of the form from which the response was submitted.
- **Created At** – Date and time when the response was created.
- **Type** – Indicates whether the response is **Live** or **Test**.
- **Source** – Displays the source of the submission.
- **Submit Time** – Displays the time when the form was submitted.
- **User Name** – Displays the name of the user who submitted the form.
- **Tags** – Displays tags associated with the response.

Refresh

Click **Refresh** to reload the Form Responses section and retrieve the latest response records.

Show Entries

The **Show Entries** dropdown allows users to select how many response records should be displayed in the list.

Search Responses

Use the **Search** field to quickly find a specific form response.

Filter Form Responses

To filter responses:

1. Open **Form Responses**.
2. Select the required **Tag**, if applicable.
3. Select the required **Form**.
4. Select the required **Type**:
   - **Live**
   - **Test**

5. Use the **Search** field if required.
6. Review the filtered response records.

Pagination

When multiple response records are available, use the pagination controls:

- **Previous** – Navigate to the previous page of responses.
- **Next** – Navigate to the next page.
- **Page Number** – Open a specific page directly.

Form Response Workflow

1. Create and configure the required form under **Forms**.
2. Make the form **Live** when the configuration is ready.
3. Users submit the form.
4. Submitted responses are recorded in **Form Responses**.
5. Use **Tags**, **Forms**, and **Type** filters to find specific responses.
6. Review the response details from the response list.

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