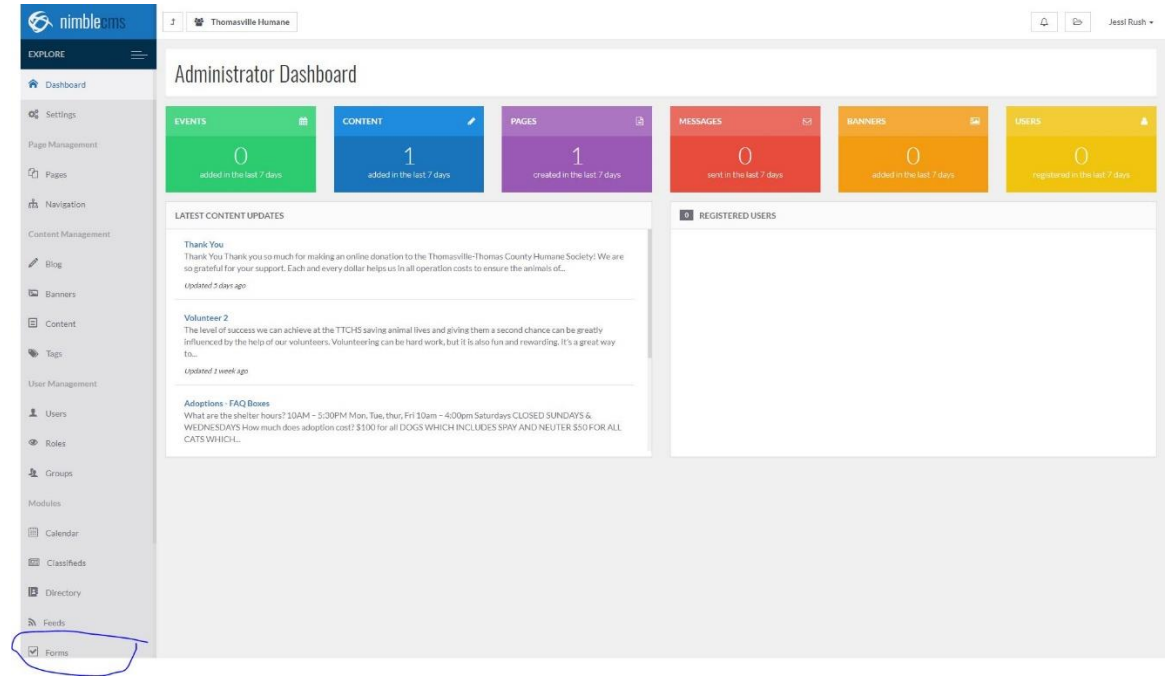
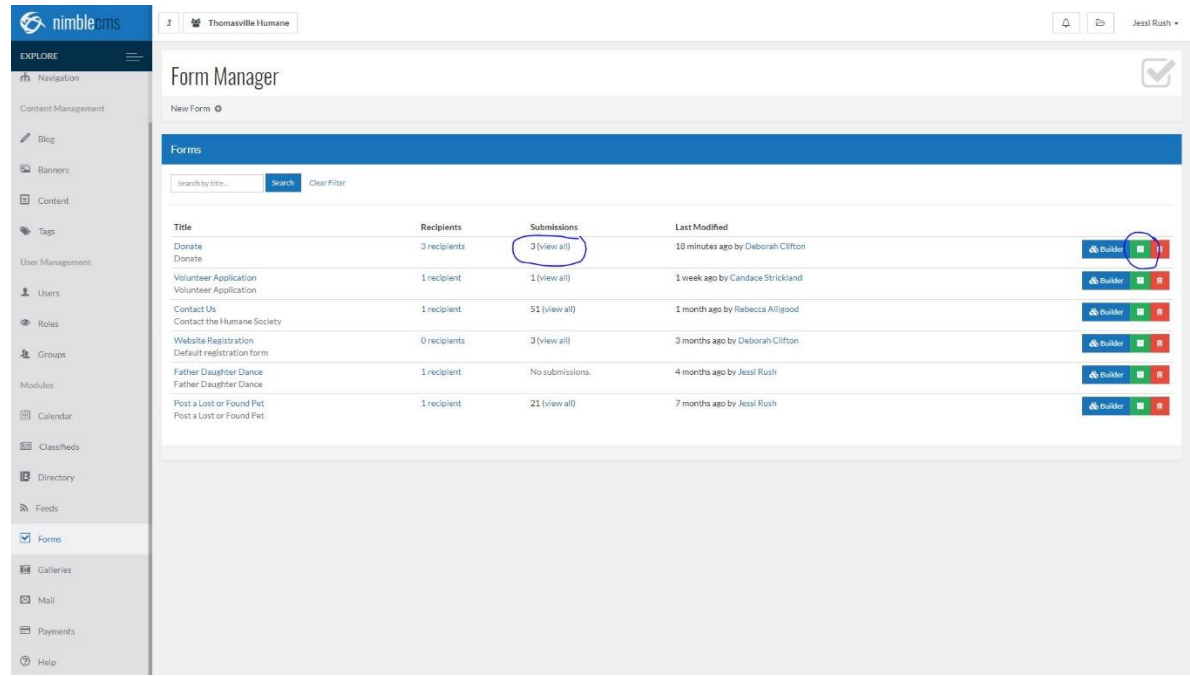


Viewing Form Submissions

When logged into Admin, go to “Forms” on the left



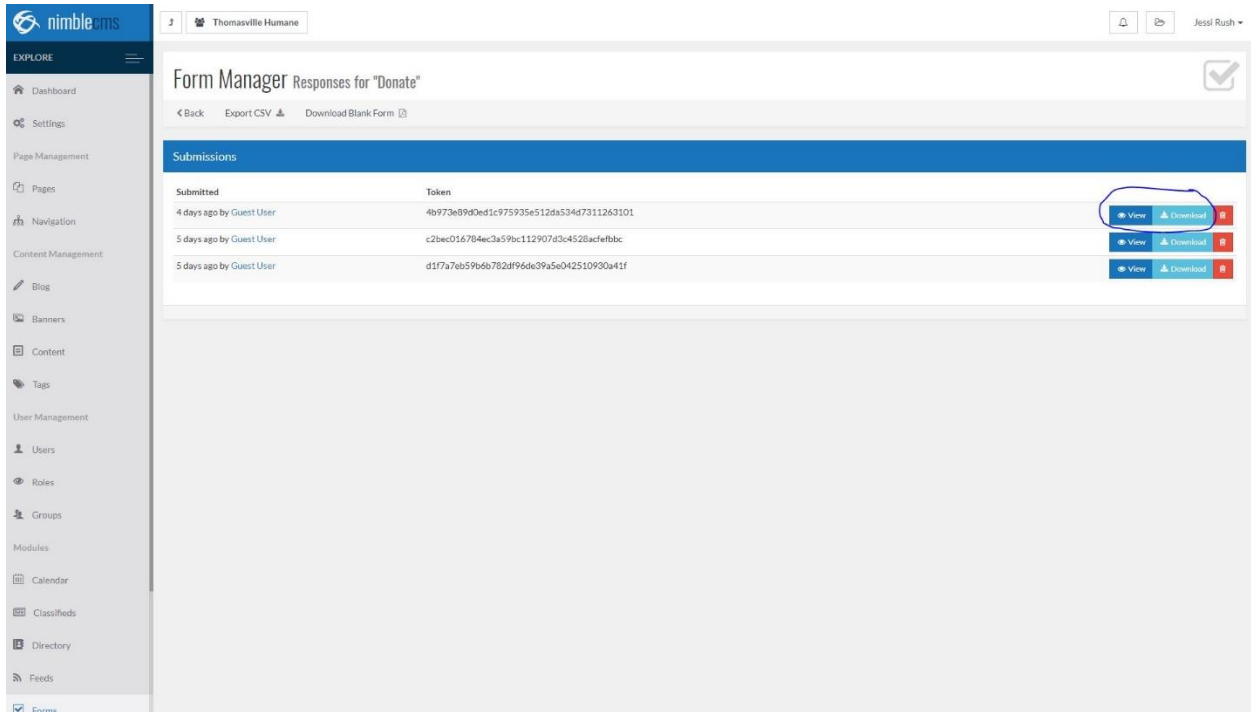
In Forms, click on the “view all” link in the row for the form for which you’d like to see submissions



Here you can click “View” or “Download”

View will open the form responses within your browser, and Download will download a PDF document of the responses if you want to have a document record of all responses for a form.

The delete key will permanently delete a response, we recommend keeping all responses unless they are test submissions sent by NTS or one of your staff.



The screenshot displays the Nimble CMS interface. On the left is a navigation sidebar with categories like 'EXPLORE', 'Page Management', 'Content Management', 'User Management', and 'Modules'. The main content area is titled 'Form Manager Responses for "Donate"' and includes a 'Submissions' table. The table has columns for 'Submitted' and 'Token'. Each row contains a submission entry with a 'View' button, a 'Download' button, and a delete icon. A red circle highlights the 'View' and 'Download' buttons for the first submission.

Submitted	Token	View	Download	Delete
4 days ago by Guest User	4b973e89dDed1c975935e512da534d7311263101	View	Download	Delete
5 days ago by Guest User	c2bec0167b4ec3a59bc112907d3c4528acfebbcc	View	Download	Delete
5 days ago by Guest User	d17a7eb59b6b782df96de39a5e042510930a41f	View	Download	Delete