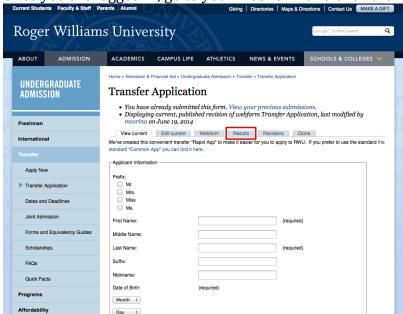# Web Form Tutorial

Table of Contents

Downloading web form submissions
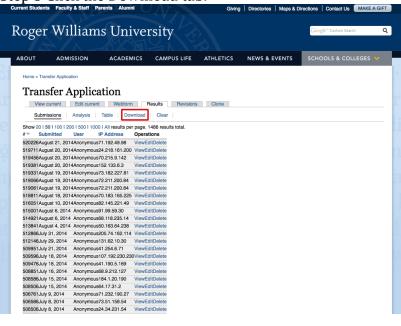Step 1
Login at http://www.rwu.edu/user

Step 2
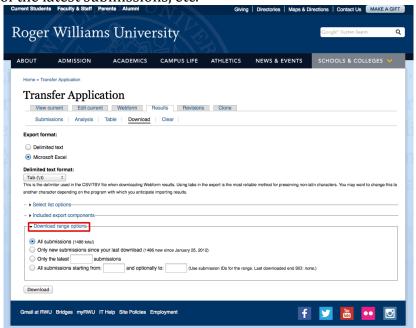Once you are logged in, go to your web form and click the Results tab.
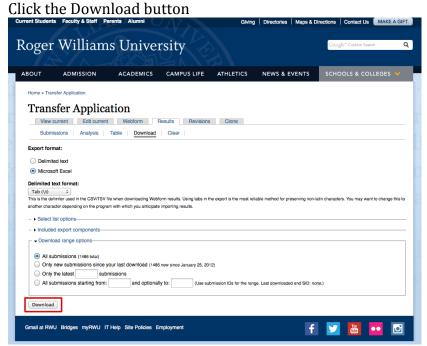

Step 3 Click the Download tab.

Step 4
Click Download Range Option. Select all submissions, download a specific range based on new submissions based on previous download or enter a specific number of the latest submissions, etc.

Step 5
Click the Download button

Step 6
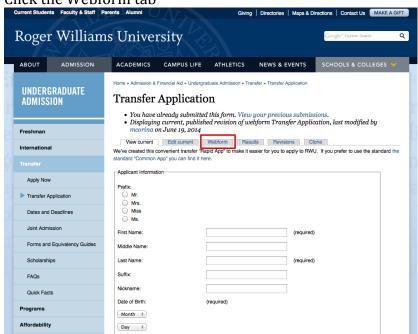Save the file on your computer

Updating the Confirmation Message

Step 1

Login at http://www.rwu.edu/user
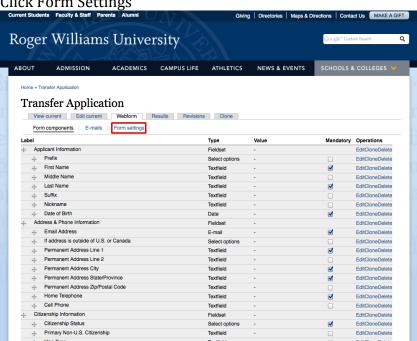
Step 2

Click the Webform tab

Step 3

Click Form Settings

Step 4
Update the text in the Confirmation message field.

Step 5
Click Save Configuration at the bottom of the screen.

Updating the Email settings

Step 1

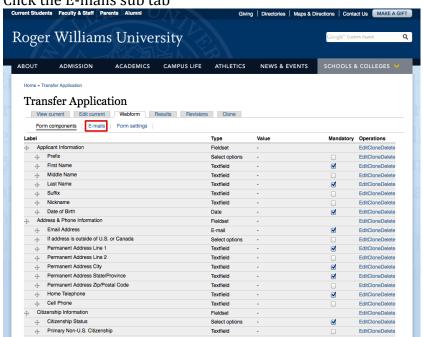Login at http://www.rwu.edu/user

Step 2

Click the Webform tab

Step 3
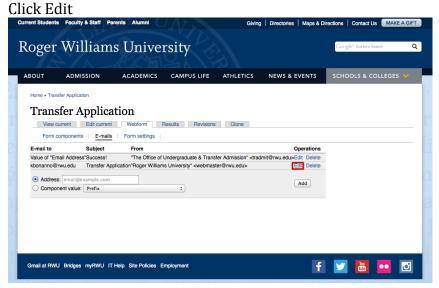
Click the E-mails sub tab

Step 4
Click Edit

Step 5
Update the Email settings needed and click the Save e-mail settings button