

# Web Form Tutorial

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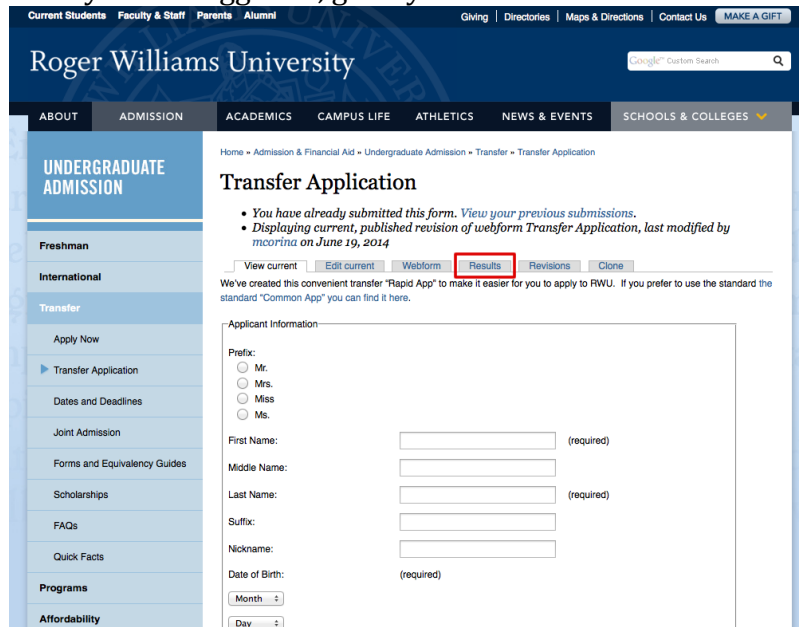
## Downloading web form submissions

### 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.



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### Transfer Application

- You have already submitted this form. View your previous submissions.
- Displaying current, published revision of webform Transfer Application, last modified by moorina on June 19, 2014

View current Edit current Webform **Results** Revisions Clone

We've created this convenient transfer "Rapid App" to make it easier for you to apply to RWU. If you prefer to use the standard the standard "Common App" you can find it here.

Applicant Information

Prefix:  
☐ Mr.  
☐ Mrs.  
☐ Miss  
☐ Ms.

First Name:  (required)

Middle Name:

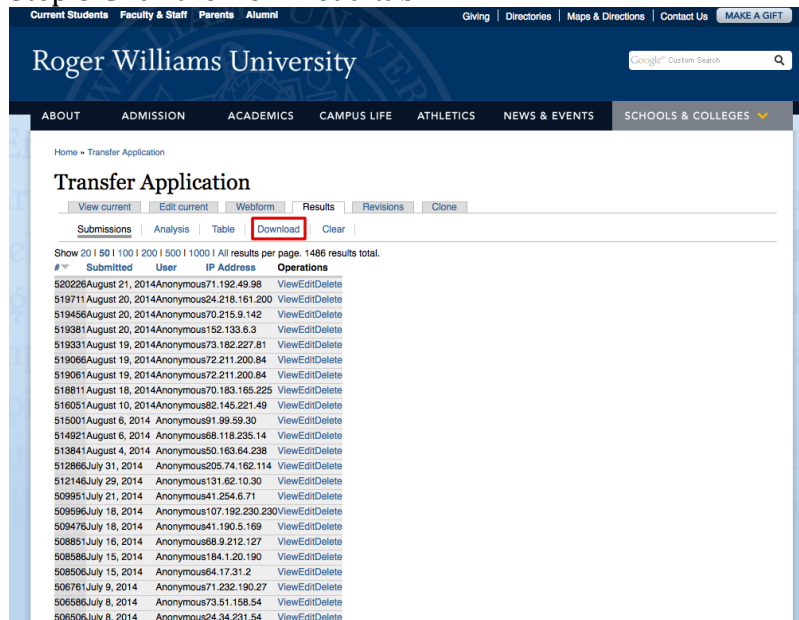
Last Name:  (required)

Suffix:

Nickname:

Date of Birth: (required)  
Month:  Day:

### Step 3 Click the Download tab.



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Home » Transfer Application

### Transfer Application

View current Edit current Webform **Results** Revisions Clone

Submissions Analysis Table **Download** Clear

Show 20 | 50 | 100 | 200 | 500 | 1000 | All results per page. 1486 results total.

#	Submitted	User	IP Address	Operations
520226	August 21, 2014	Anonymous71	192.49.98	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
519711	August 20, 2014	Anonymous24	218.161.200	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
519456	August 20, 2014	Anonymous70	215.9.142	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
519381	August 20, 2014	Anonymous152	133.6.3	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
519331	August 19, 2014	Anonymous73	182.227.81	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
519066	August 19, 2014	Anonymous72	211.200.84	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
519061	August 19, 2014	Anonymous72	211.200.84	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
518811	August 18, 2014	Anonymous70	183.165.225	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
516051	August 10, 2014	Anonymous82	145.221.49	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
515001	August 6, 2014	Anonymous91	99.59.30	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
514921	August 6, 2014	Anonymous68	118.235.14	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
513841	August 4, 2014	Anonymous50	163.64.238	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
512866	July 31, 2014	Anonymous205	74.162.114	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
512146	July 29, 2014	Anonymous131	62.10.30	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
509951	July 21, 2014	Anonymous41	254.6.71	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
509596	July 18, 2014	Anonymous107	192.230.230	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
509476	July 18, 2014	Anonymous41	190.5.169	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
508851	July 16, 2014	Anonymous68	9.212.127	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
508586	July 15, 2014	Anonymous184	1.20.190	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
508506	July 15, 2014	Anonymous64	17.31.2	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
506761	July 9, 2014	Anonymous71	232.190.27	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
506586	July 8, 2014	Anonymous73	51.158.54	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
506506	July 8, 2014	Anonymous24	34.231.54	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

## 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.

The screenshot shows the 'Transfer Application' page on the Roger Williams University website. The page has a dark blue header with the university's name and a search bar. Below the header is a navigation menu with links like 'ABOUT', 'ADMISSION', 'ACADEMICS', etc. The main content area is titled 'Transfer Application' and includes tabs for 'View current', 'Edit current', 'Webform', 'Results', 'Revisions', and 'Clone'. Under the 'Webform' tab, there are sub-tabs: 'Submissions', 'Analysis', 'Table', 'Download', and 'Clear'. The 'Download' sub-tab is active. Below the sub-tabs, there is an 'Export format' section with radio buttons for 'Delimited text' and 'Microsoft Excel'. The 'Delimited text format' section has a dropdown menu for 'Tab (t)' and a text area for 'This is the delimiter used in the CSV/TSV file when downloading Webform results...'. Below this, there are sections for 'Select list options' and 'Included export components'. The 'Download range options' section is highlighted with a red box and contains four radio button options: 'All submissions (1486 total)', 'Only new submissions since your last download (1486 new since January 25, 2012)', 'Only the latest [ ] submissions', and 'All submissions starting from: [ ] and optionally to: [ ] (Use submission IDs for the range. Last downloaded end SID: none)'. A 'Download' button is at the bottom of this section.

## Step 5

Click the Download button

This screenshot is identical to the one in Step 4, showing the 'Transfer Application' page with the 'Download range options' section highlighted. In this step, the 'Download' button at the bottom of the 'Download range options' section is highlighted with a red box.

## 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

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### Transfer Application

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- Displaying current, published revision of webform Transfer Application, last modified by mcorina on June 19, 2014

[View current](#) [Edit current](#) [Webform](#) [Results](#) [Revisions](#) [Clone](#)

We've created this convenient transfer "Rapid App" to make it easier for you to apply to RWU. If you prefer to use the standard the standard "Common App" you can find it here.

Applicant Information

Prefix:  
☐ Mr.  
☐ Mrs.  
☐ Miss  
☐ Ms.

First Name:  (required)

Middle Name:

Last Name:  (required)

Suffix:

Nickname:

Date of Birth: (required)  
Month:  Day:

### Step 3

Click Form Settings

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### Transfer Application

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[Form components](#) [E-mails](#) [Form settings](#)

Label	Type	Value	Mandatory	Operations
Applicant Information	Fieldset	-		EditCloneDelete
Prefix	Select options	-	<input type="checkbox"/>	EditCloneDelete
First Name	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Middle Name	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Last Name	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Suffix	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Nickname	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Date of Birth	Date	-	<input checked="" type="checkbox"/>	EditCloneDelete
Address & Phone Information	Fieldset	-		EditCloneDelete
Email Address	E-mail	-	<input checked="" type="checkbox"/>	EditCloneDelete
If address is outside of U.S. or Canada	Select options	-	<input type="checkbox"/>	EditCloneDelete
Permanent Address Line 1	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Permanent Address Line 2	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Permanent Address City	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Permanent Address State/Province	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Permanent Address Zip/Postal Code	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Home Telephone	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Cell Phone	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Citizenship Information	Fieldset	-		EditCloneDelete
Citizenship Status	Select options	-	<input checked="" type="checkbox"/>	EditCloneDelete
Primary Non-U.S. Citizenship	Textfield	-	<input type="checkbox"/>	EditCloneDelete

## Step 4

Update the text in the Confirmation message field.

The screenshot shows the Roger Williams University website header with navigation links: Current Students, Faculty & Staff, Parents, Alumni, Giving, Directories, Maps & Directions, Contact Us, and MAKE A GIFT. Below the header is a dark blue navigation bar with links: ABOUT, ADMISSION, ACADEMICS, CAMPUS LIFE, ATHLETICS, NEWS & EVENTS, and SCHOOLS & COLLEGES. The main content area is titled "Transfer Application" and includes tabs for View current, Edit current, Webform, Results, Revisions, and Clone. Below these tabs are links for Form components, E-mails, and Form settings. The Form settings section is expanded, showing the Submission settings. A red box highlights the Confirmation message field, which contains the text: "Thank you. Your application has been submitted and you will be hearing from RWU soon." The field has a rich text editor toolbar with various formatting options. At the bottom of the field, there is a small red text note: "Message to be shown upon successful submission. If the redaction location is set to Confirmation page, this will be shown on the confirmation page; otherwise, this displays as a message." Below the field is a link to "Switch to plain text editor".

## 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

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Prefix:  
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☐ Mrs.  
☐ Miss  
☐ Ms.

First Name:  (required)

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Last Name:  (required)

Suffix:

Nickname:

Date of Birth: (required)  
Month:  Day:

### Step 3

Click the E-mails sub tab

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Form components [E-mails](#) Form settings

Label	Type	Value	Mandatory	Operations
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Prefix	Select options	-	<input type="checkbox"/>	EditCloneDelete
First Name	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Middle Name	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Last Name	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Suffix	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Nickname	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Date of Birth	Date	-	<input checked="" type="checkbox"/>	EditCloneDelete
Address & Phone Information	Fieldset	-		EditCloneDelete
Email Address	E-mail	-	<input checked="" type="checkbox"/>	EditCloneDelete
If address is outside of U.S. or Canada	Select options	-	<input type="checkbox"/>	EditCloneDelete
Permanent Address Line 1	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Permanent Address Line 2	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Permanent Address City	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Permanent Address State/Province	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Permanent Address Zip/Postal Code	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Home Telephone	Textfield	-	<input checked="" type="checkbox"/>	EditCloneDelete
Cell Phone	Textfield	-	<input type="checkbox"/>	EditCloneDelete
Citizenship Information	Fieldset	-		EditCloneDelete
Citizenship Status	Select options	-	<input checked="" type="checkbox"/>	EditCloneDelete
Primary Non-U.S. Citizenship	Textfield	-	<input type="checkbox"/>	EditCloneDelete

## Step 4

### Click Edit

The screenshot shows the Roger Williams University website with the 'Transfer Application' page selected. The 'E-mails' tab is active, displaying a table of email settings. The table has columns for 'E-mail to', 'Subject', 'From', and 'Operations'. Two email entries are listed. The first entry is for 'kbonanno@rwu.edu' with subject 'Transfer Application' and from 'Roger Williams University'. The second entry is for 'email@example.com' with subject 'Prefix'. The 'Add' button is visible at the bottom right of the email entry section.

E-mail to	Subject	From	Operations
Value of "Email Address" Success!	"The Office of Undergraduate & Transfer Admission"	<tradmit@rwu.edu>	Edit Delete
kbonanno@rwu.edu	Transfer Application	Roger Williams University <webmaster@rwu.edu>	Edit Delete

☒ Address: email@example.com

☐ Component value: Prefix

## Step 5

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