



EXPRESS FORMS

Administrative Interface User Guide

05/18/2020

1. HOW TO LOGIN

1.1. Go the URL:

1.1.1. Stage: <https://stageapps.pa.egov.com/responseviewer>

1.1.2. Production: <https://apps.pa.gov/responseviewer>



Login

Please click below or on the navigation bar above to login and view form responses.

Login

1.2. Click Login

1.3. Select Commonwealth of PA

1.3.1. Fill in your username and password (ex: CWOPA\username)

1.3.2. Click Ok

1.4. You should receive a Success screen

2. VIEWING A FORM

2.1. Once logged in, you will see a Form dropdown in the right-hand corner of your screen

2.2. Click the dropdown and you will see the available forms

2.3. Select the form you would like to view the data sets



Select a form below to view responses:

-- select a form --

3. USING THE DATA VIEWER



Date Filter: From To

Search:

Export to CSV Select All Rows Unselect All Rows Unselect/Select Columns

View Details	Completed Date	First Name	Last Name	Address	Address2	City	State	Zip	Email	Confirm Email	Phone Type	Phone
View Details	12/5/2017 3:47:26 PM	Scott	McTeaster	888 Test Lane	Test Suite	Test Town	PA	88888	c-ecaster@pa.gov	c-ecaster@pa.gov	Mobile	777-888-9999
View Details	12/5/2017 3:09:45 PM	Sara	McTeaster	888 Test Lane	Test Suite	Test Town	PA	88888	c-ecaster@pa.gov	c-ecaster@pa.gov	Mobile	777-888-9999
View Details	12/5/2017 8:54:31 AM	Stephen	McTeaster	888 Test Lane	Test Suite	Test Town	PA	88888	c-ecaster@pa.gov	c-ecaster@pa.gov	Mobile	777-888-9999
View Details	12/5/2017 5:17:38 AM	Lisa	McTeaster	888 Test Lane	Test Suite	Test Town	PA	88888	c-ecaster@pa.gov	c-ecaster@pa.gov	Mobile	777-888-9999
View Details	12/5/2017 2:24:38 AM	Kathryn	McTeaster	888 Test Lane	Test Suite	Test Town	PA	88888	c-ecaster@pa.gov	c-ecaster@pa.gov	Mobile	777-888-9999

3.1. Using the Date Filter:

3.1.1. You can select the From and To date to narrow down your search results

3.2. Using the Search:

3.2.1. You can search items within any of the columns using search

3.3. Using the Columns:

3.3.1. You can sort A-Z on any of the columns, default column is Completed Date

3.3.2. You can also drag and drop columns to view in a specific order

3.3.3. 3.3.3. You can use the Select Columns dropdown, which allows you which columns you would like to see listed

3.4. Selecting items to download:

3.4.1. Click Select All to select all Data being viewed, click download

3.4.1.1. An excel spreadsheet will be created with all items

3.4.2. Click Unselect to unselect all rows

3.4.3. To select a particular item:

3.4.3.1. Click to select the first row then CTRL + Click to select any others, click download

3.4.3.2. An excel spreadsheet will be created with all items

3.5. To clear all items changed:

3.5.1. Just click CTRL + F5 or refresh the page