

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



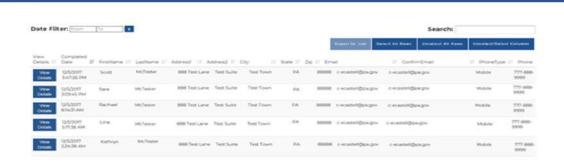
- 1.2. Click Login
- 1.3. Select Commonwealth of PA
 - 1.3.1. Fill in your username and password (ex: CWOPA\username)
 - 1.3.2. Click Ok
- 1.4. You should receive a Success screen

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



3. USING THE DATA VIEWER



- 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. 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 roes
 - 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