

Export Form Data for Viewing

Once you have collected answers using your form, you'll want to see the results. You can export this data to a csv file: a basic text file that can be opened in many programs including Microsoft Excel.

▼ To export form data

1. Point to **Site** and click **Form Manager**.
2. Select a form that has submissions.
3. Under **Actions**, click **Export Form Data**.
4. Follow the instructions in your browser to save or open the csv file.