



DragonForce

Team Collaboration

Reporting: Forms

Exporting Forms in DragonForce



Form submissions along with messaging and location reports are automatically logged by the server.

These data types may or may not be associated with a single group, multiple groups, or be independent from any groups.

These forms can only be generated by users that are granted this permission. View user permissions by clicking the username on the Main Options Menu from the web app to open the user's profile > scroll down.



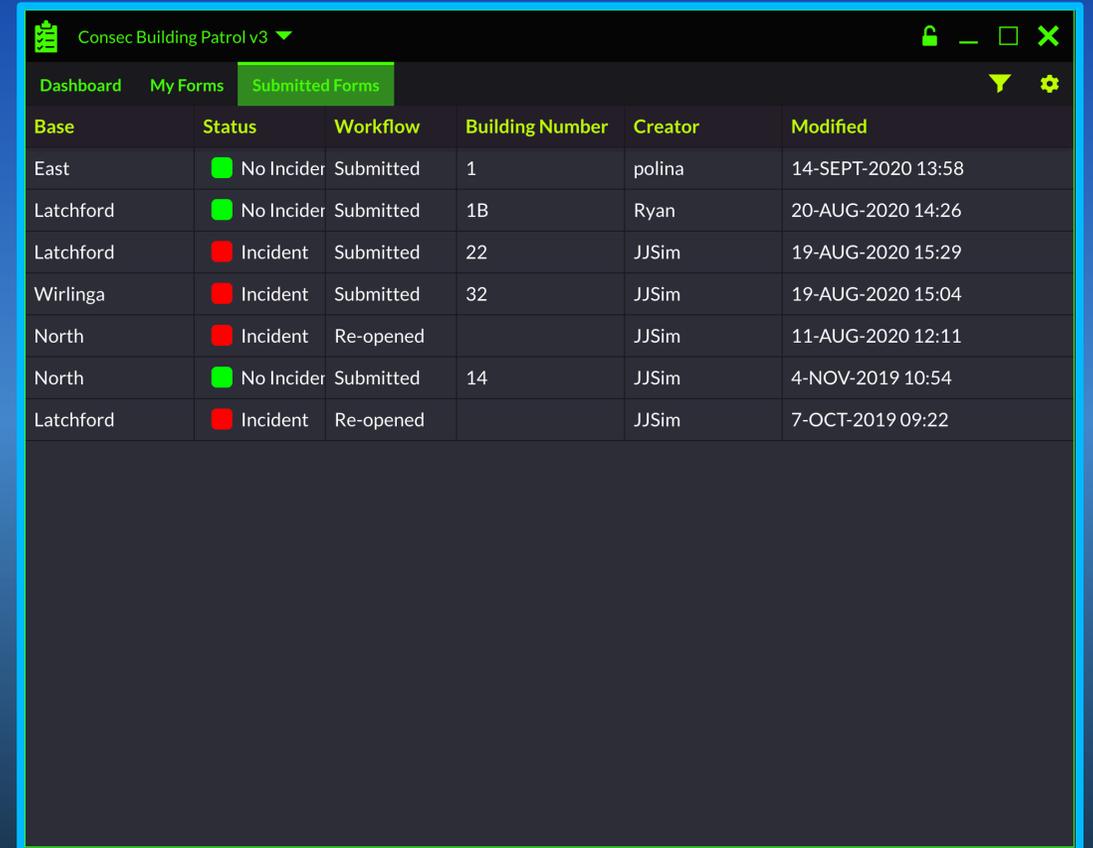
Exporting a Form

To generate a form:

1. Open the main options menu
2. Reporting tools > Forms
3. Select my forms/submitted forms > choose the form type
4. Click the gear icon > export all or a selection

Optional

Use the **Filter Icon** to select a date range, the workflow and status of the report.



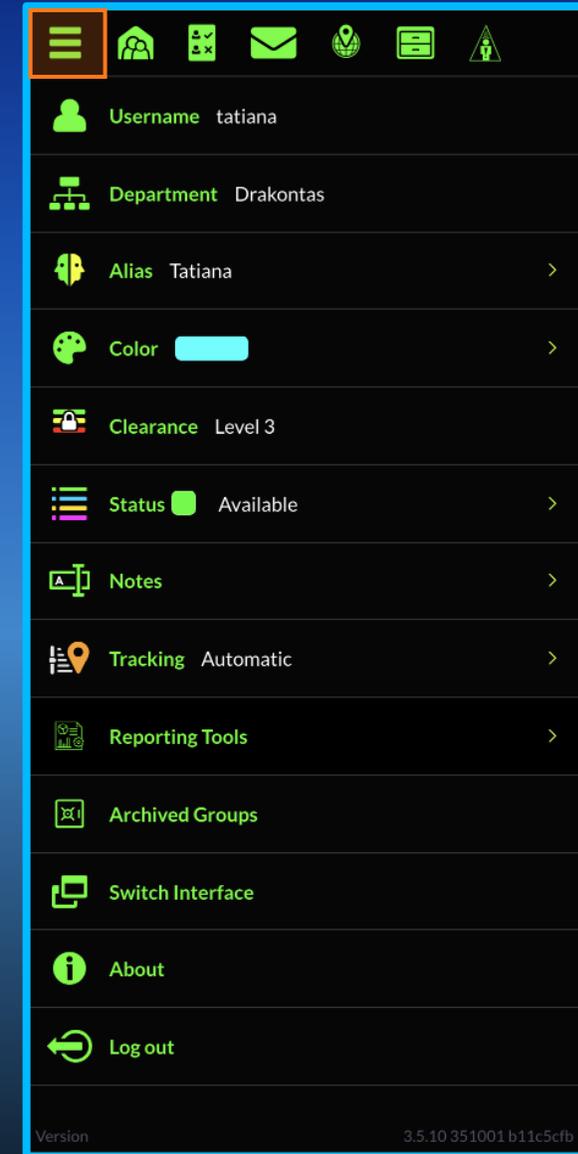
The screenshot shows a web application interface for 'Consec Building Patrol v3'. The navigation menu includes 'Dashboard', 'My Forms', and 'Submitted Forms'. The 'Submitted Forms' section displays a table with the following data:

Base	Status	Workflow	Building Number	Creator	Modified
East	No Incider	Submitted	1	polina	14-SEPT-2020 13:58
Latchford	No Incider	Submitted	1B	Ryan	20-AUG-2020 14:26
Latchford	Incident	Submitted	22	JJSim	19-AUG-2020 15:29
Wirlinga	Incident	Submitted	32	JJSim	19-AUG-2020 15:04
North	Incident	Re-opened		JJSim	11-AUG-2020 12:11
North	No Incider	Submitted	14	JJSim	4-NOV-2019 10:54
Latchford	Incident	Re-opened		JJSim	7-OCT-2019 09:22



Step 1

Exporting A Form



Username tatiana

Department Drakontas

Alias Tatiana

Color

Clearance Level 3

Status Available

Notes

Tracking Automatic

Reporting Tools

Archived Groups

Switch Interface

About

Log out

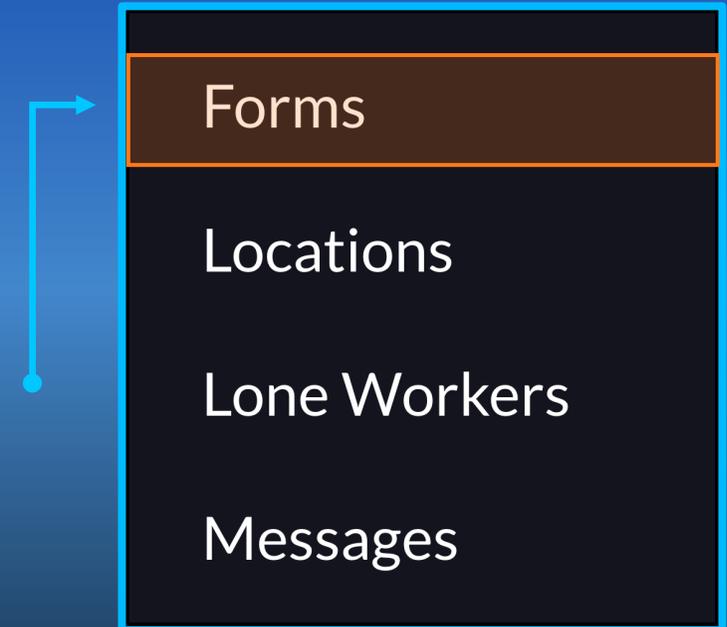
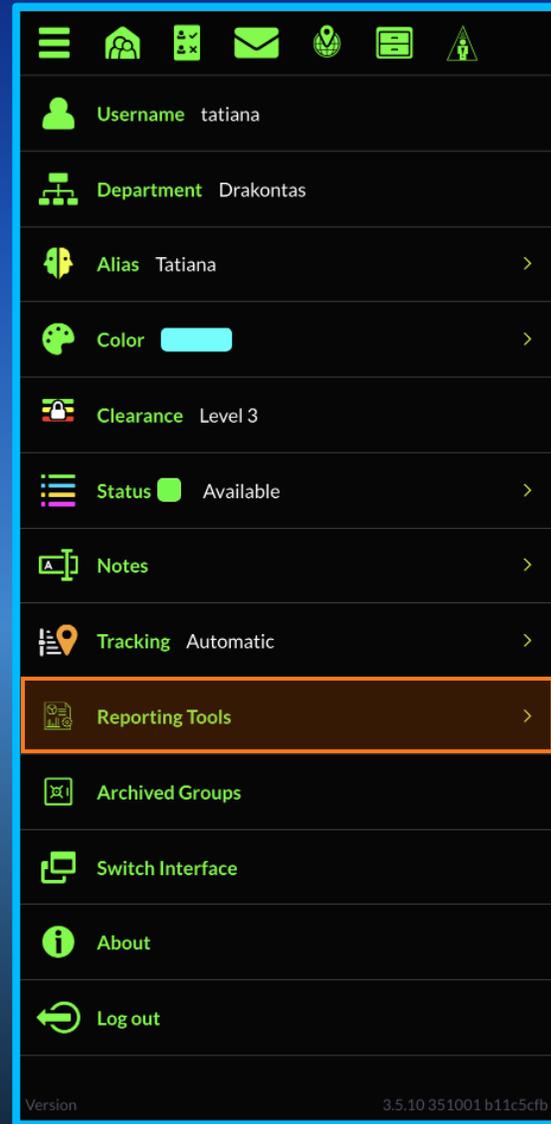
Version 3.5.10 351001 b11c5cfb

Open the main options menu



Step 2

Exporting A Form



Step 3

Exporting A Form

The screenshot shows a web application interface for 'Asset Verification Form'. The top navigation bar includes 'Dashboard', 'My Forms', and 'Submitted Forms' (which is highlighted with a red box). Below the navigation bar is a table with the following data:

Status	Workflow	Building Number	Creator	Modified
■ No Incider	Submitted		Daniel	12-AUG-2020 12:29
■ Incident	Submitted	9	polina	15-AUG-2019 22:44

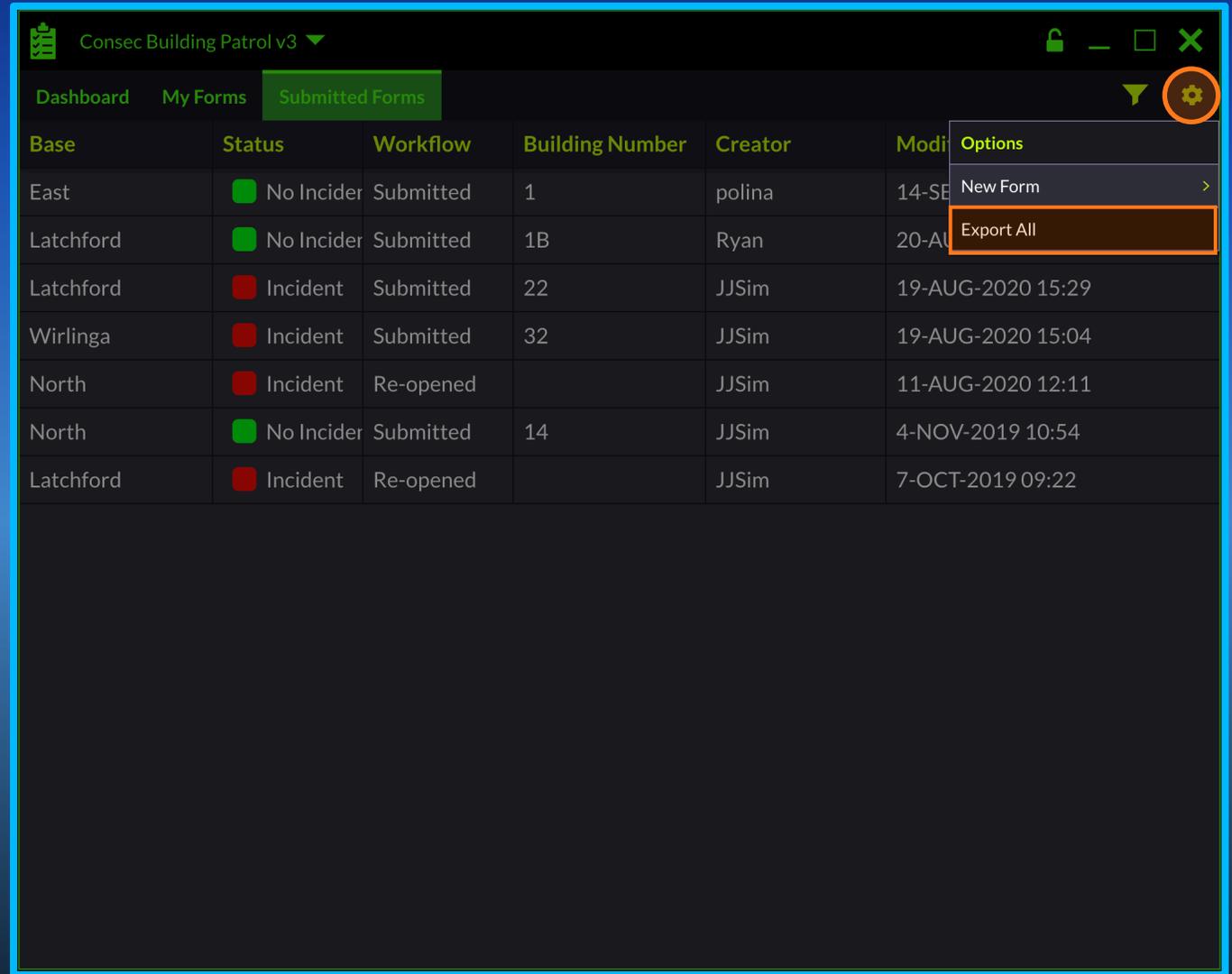
Below the table, a dropdown menu is open, showing a search bar and a list of form types: 'Asset Verification Form', 'Consec Building Patrol v3', and 'City Contract Timesheet'. The 'Asset Verification Form' option is highlighted with a red box. Orange triangles point to the 'Submitted Forms' tab and the dropdown menu.

Select my forms/submitted forms > choose the form type



Step 4

Exporting A Form



Consec Building Patrol v3

Dashboard My Forms Submitted Forms

Base	Status	Workflow	Building Number	Creator	Modi	Options
East	■ No Incider	Submitted	1	polina	14-SE	New Form >
Latchford	■ No Incider	Submitted	1B	Ryan	20-A	Export All
Latchford	■ Incident	Submitted	22	JJSim	19-AUG-2020 15:29	
Wirlinga	■ Incident	Submitted	32	JJSim	19-AUG-2020 15:04	
North	■ Incident	Re-opened		JJSim	11-AUG-2020 12:11	
North	■ No Incider	Submitted	14	JJSim	4-NOV-2019 10:54	
Latchford	■ Incident	Re-opened		JJSim	7-OCT-2019 09:22	

Click the gear icon > export all or a selection

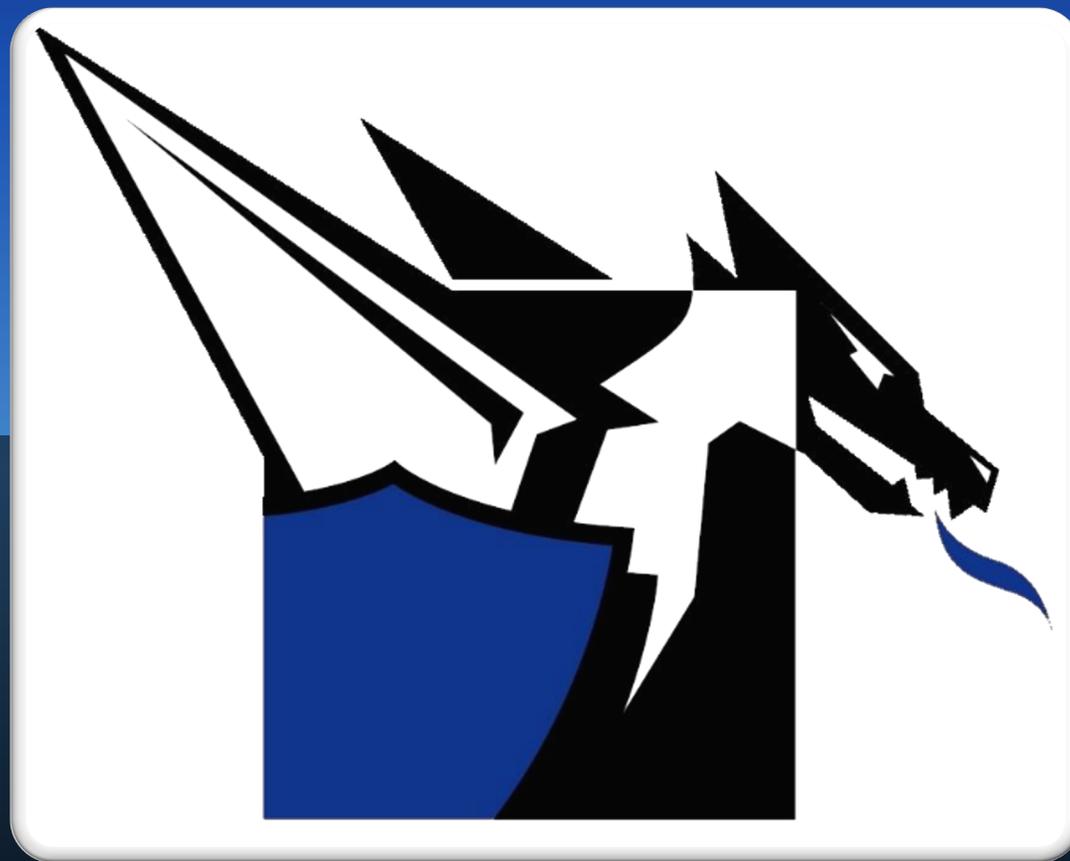


Video Demonstration



Learn how to create, filter, export a standard form report





Documentation

<http://www.drakontas.com/academy>

Support

dfsupport@drakontas.com