

Viewing and exporting form submissions

Category: Form Submissions

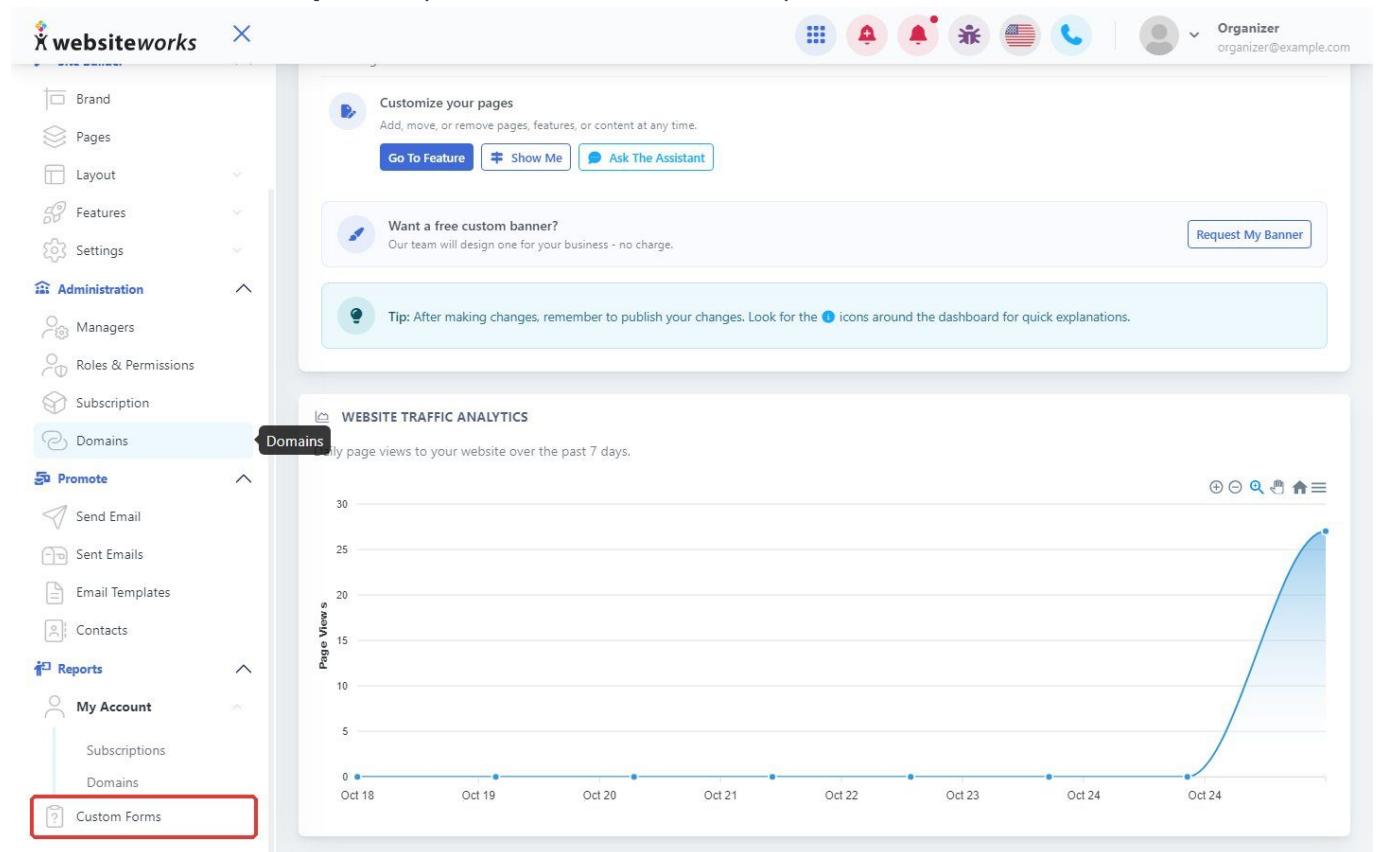
Published: Oct 26, 2026

Reading Time: 1 min

Every time someone fills in your form, the entry is saved in your reports.

Step 1: Open the Custom Forms report

In the menu, under **Reports**, open the **Custom Forms** report.



The screenshot shows the 'websiteworks' dashboard. On the left is a navigation menu with categories: Brand, Pages, Layout, Features, Settings, Administration (Managers, Roles & Permissions, Subscription), Domains, Promote (Send Email, Sent Emails, Email Templates, Contacts), Reports, and My Account (Subscriptions, Domains, Custom Forms). The 'Custom Forms' item is highlighted with a red box. The main content area displays 'WEBSITE TRAFFIC ANALYTICS' with a line chart showing 'Page Views' over time from Oct 18 to Oct 24. The chart shows a sharp increase in page views starting around Oct 24, reaching approximately 28 views by the end of the period. Above the chart are three informational cards: 'Customize your pages', 'Want a free custom banner?', and a tip about publishing changes.

Open the report.

Step 2: Choose a form

Click **View** next to the form.

websiteworks

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Custom Forms

View the custom forms report of your website.

Home > My Account > Custom Forms

Northwind Panels

Website Works (Premium) | Expires 30 Dec 2026

View Site

Share Site

Support Requests

http://websiteworks.test/northwind-panels

Copy

Actions Guide

Show 10 entries

Search:

Actions	form	entries	Status	Created	Updated
	Request information or a quote	0	ENABLED	2026-09-11 11:09:24	2026-09-11 11:09:24

Showing 1 to 1 of 1 entries

Previous 1 Next

Click View.

Step 3: Read the entries

Each row is one entry, with the answers to your questions.

websiteworks

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Request Information Or A Quote

View the answers of this form.

Download

Home > My Account > Custom Forms > Request Information Or A Quote

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Copy

Filter Entries

Archive

Show 100 entries

Search:

	Actions	Received at	Full name	Company	Email address
No data available in table					

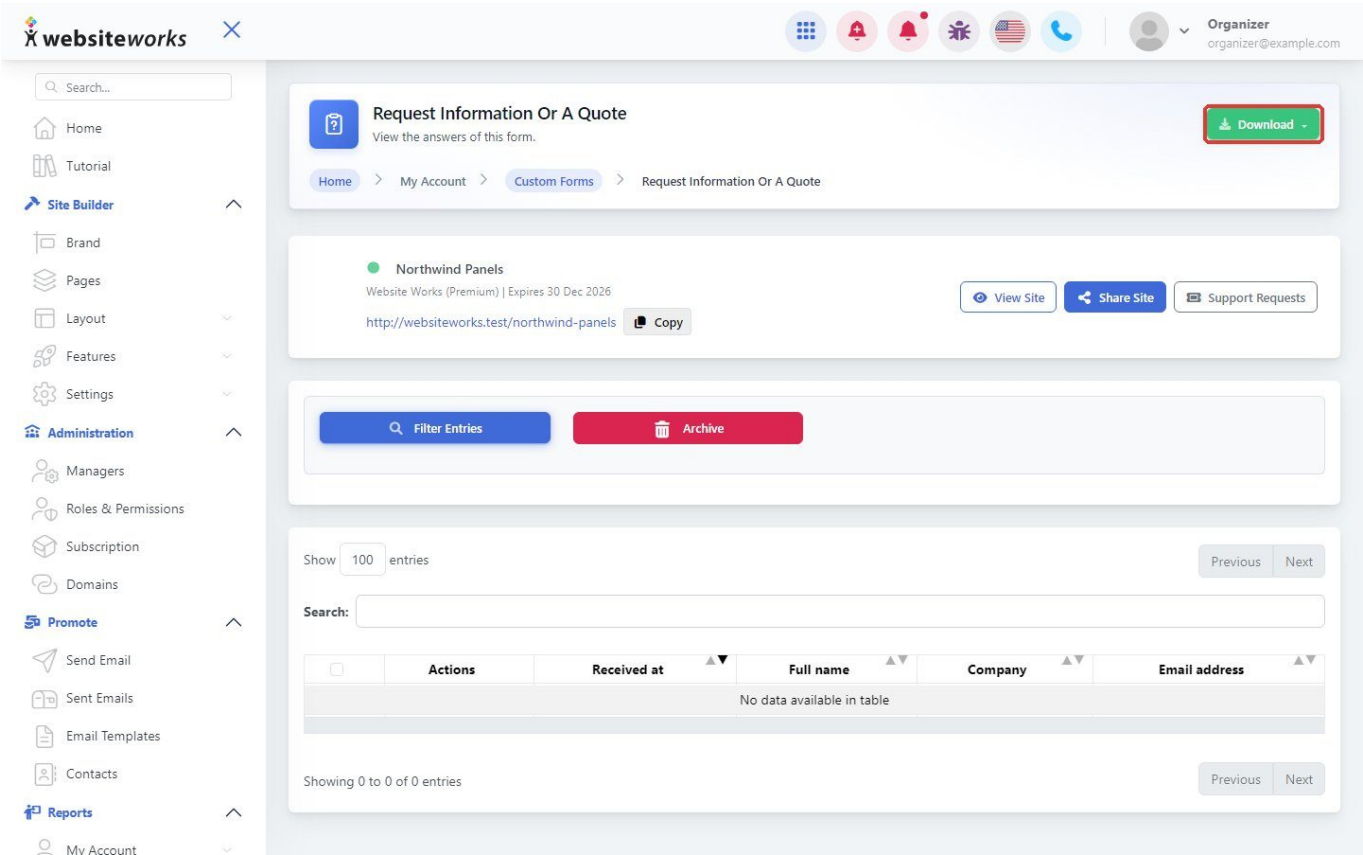
Showing 0 to 0 of 0 entries

Previous Next

Your entries.

Step 4: Download the entries

Click **Download** to save the entries as a spreadsheet.



Click Download.

Step 5: Filter or archive

Click **Filter Entries** to find specific entries, or **Archive** to put old ones aside.

websiteworks

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View the answers of this form.

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Show 100 entries

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Search:

	Actions	Received at	Full name	Company	Email address
No data available in table					

Showing 0 to 0 of 0 entries

Previous

Next

Filter or archive.