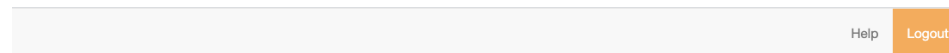


# FormsPROcessor Back-End Help:

1. Go to: <https://share.uakron.edu/forms/pro/grp>
2. Sign in with your UANetID and *password*

Once you have successfully signed in, you will be presented with a list of all form groups you have permission to access. If the page is blank, you don't have permission to access any forms and may request a new form or ask a question by sending a message to [webteam@lists.uakron.edu](mailto:webteam@lists.uakron.edu).

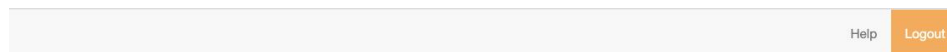


## Directory of Webforms

[ [Home](#) ]

| Name  | Last Modified       | Size | Actions        |
|---|---------------------|------|----------------|
| <a href="#">SRWSMaintenanceRequestpriority/</a> | 2016-08-03 16:00:19 | -    | Open Directory |
| <a href="#">SatisfactionForm/</a>               | 2017-08-29 10:56:40 | -    | Open Directory |
| <a href="#">Update_Contact_Info~/</a>           | 2020-06-13 11:39:32 | -    | Open Directory |
| <a href="#">bms/</a>                            | 2019-12-13 13:39:40 | -    | Open Directory |
| <a href="#">AQMaterialRequest/</a>              | 2016-08-05 11:32:46 | -    | Open Directory |
| <a href="#">ucm/</a>                            | 2020-02-21 14:05:33 | -    | Open Directory |

3. Click on the [ Open Directory ] button to view the forms in that directory



## Directory of Webforms

[ [Home](#) ] [ucm](#)

| Name                          | Last Modified       | Size  | Actions   |
|-------------------------------|---------------------|-------|---|
| <a href="#">./</a>            | 2020-06-30 08:26:22 | -     | Up One Directory                                |
| <a href="#">IMprojReq.tsv</a> | 2020-06-25 14:10:54 | 58.1k | View Data  Download  Browse Attachments  Delete |
| <a href="#">artAppr.tsv</a>   | 2020-03-05 09:27:49 | 0.7k  | View Data  Download  Browse Attachments  Delete |
| <a href="#">auth</a>          | 2018-10-16 12:34:16 | 0.1k  | Manage Permissions                              |



If you click the [ Manage Permissions ] button only add comma delimited UANetIDs, if you inadvertently deleted your own ID or form data please send us a message to the address listed in the first paragraph.


4. Click on the [ View Data ] button, to view the data.

[Help](#) [Logout](#)

**Now Viewing ucm/artAppr.tsv** [Download](#) [Download All Attachments](#)

[\[ Back \]](#)

| Full_Name     | Email              | Phone        | Department                     | Date       | timestamp           | attachments          |
|---------------|--------------------|--------------|--------------------------------|------------|---------------------|----------------------|
| Kimberly Cole | kmorgan@uakron.edu | 330-972-7608 | VP, Development                | 02/28/2020 | 2020-02-21 14:05:32 | <a href="#">att1</a> |
| Roberta Reese | rreese@uakron.edu  | 330-972-2114 | LBJ FF Education Dean's Office | 03/02/2020 | 2020-02-24 16:01:26 | <a href="#">att1</a> |
| Mark Fridline | mmf@uakron.edu     | 330-972-8476 | Statistics                     | 03/12/2020 | 2020-03-05 09:27:49 | <a href="#">att1</a> |

 [Logout](#)

By clicking the [ Download ] button, a CSV, comma separated values file, of all the data, will be downloaded, that can easily be imported into Excel or any other popular spreadsheet program. By clicking the [ Download Attachments ] button, a zipped file of all the uploaded attachments will be downloaded, which can be un-compressed without installing any other programs with the latest versions of most operating systems, alternatively clicking on the [ Browse Attachments ] button on the previous screen, the attachments can be individually viewed and downloaded. There are no limits to the type of files to attach, but there is a 2MB size limit.

Keep in mind, when there are requested changes to fields on the form the old data will be available in the deleted/ folder on the home page, if it wasn't downloaded, before the changes were made.