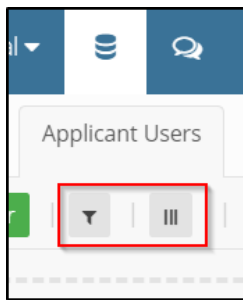
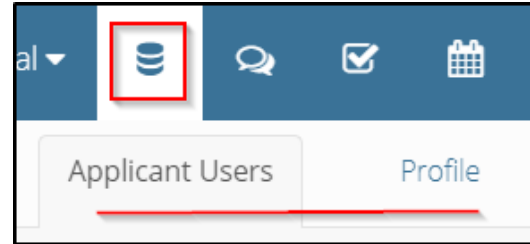


Data Tab

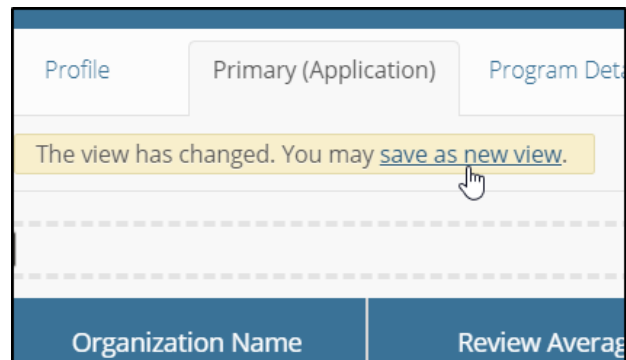
Tip 1: The Data Tab is the first screen you see when entering a workspace and where to view data records for each form. You will see a sub tab that represents each form, click on one to view that form's record data.



Tip 2: Use the filter and show/hide column buttons to see the data that is important to you. This will not have a negative impact on your data; it simply assists in displaying relevant form data based on your criteria.

Tip 3: Create up to 40 custom views per form.

When you reorder column headers by clicking and dragging, add a filter, show/hide columns, or group information, you will be given the option to create a new view or update an existing one. This will allow you and other workspace members to access the view at anytime.



Tip 4: System default will display four form names as sub tabs, with remaining forms in a "More" dropdown.

You can change the order. Navigate to Settings and Tools, choose Forms. On this screen, you can simply click and drag the forms in the order you want them to display under the Data tab. This is a workspace setting, not individual.

