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.   and may request a new form or ask a question by sending a message to webteam@lists.uakron.edu.

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

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.

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.