

Form Responses Report

1. Overview

Form Reports in Bsharp Converse allow administrators and authorized users to view, analyze, and download responses submitted for published forms. Reports provide visibility into user participation, submission trends, question-level responses, and media collected through forms.

2. When to Use

Use this when:

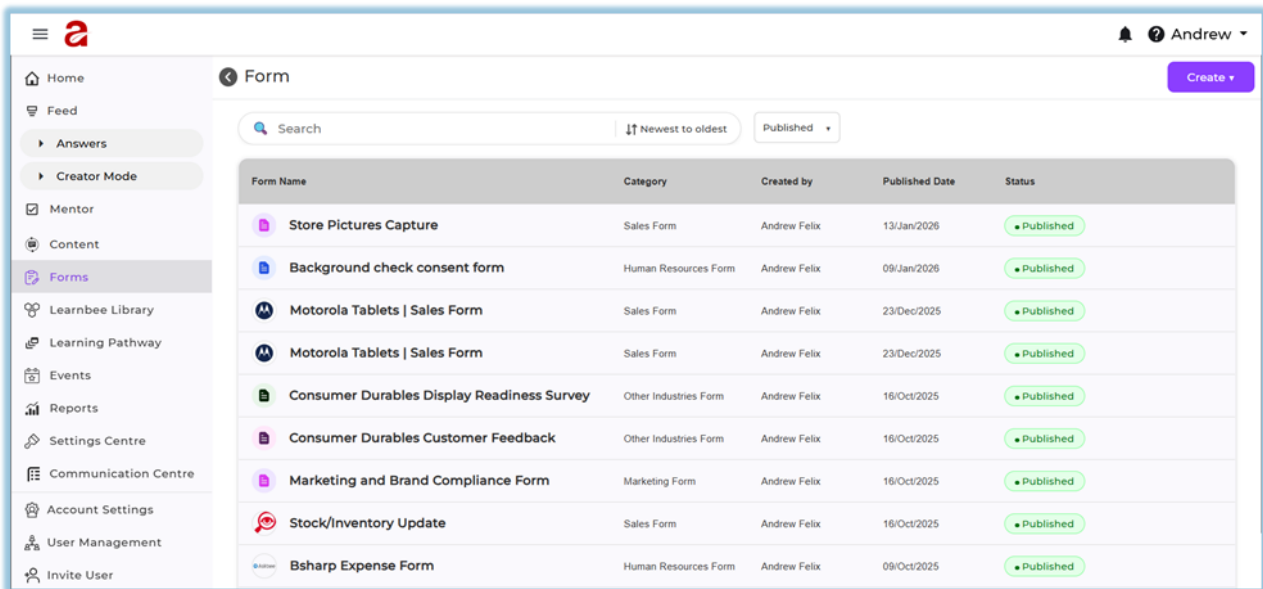
- You want to view responses submitted for a published form.
- You need to analyze form data by date range, user, or attributes.
- You want to download responses or media collected through a form.
- You need to monitor form usage at company or team level.

3. Concepts

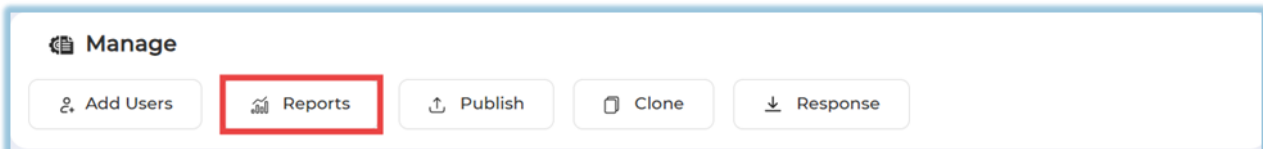
- **Form Reports** - The reporting view that displays response data for a selected form.
- **Company Tab** - Shows reports across the organization and is accessible to administrators.
- **Team Tab** - Shows reports for assigned teams and is accessible to users with team-level permissions.
- **Filters** - Options used to narrow report data by time range, user, or attributes.
- **Question-level Data** - Response data displayed for individual questions within a form.

4. Set Up Guide

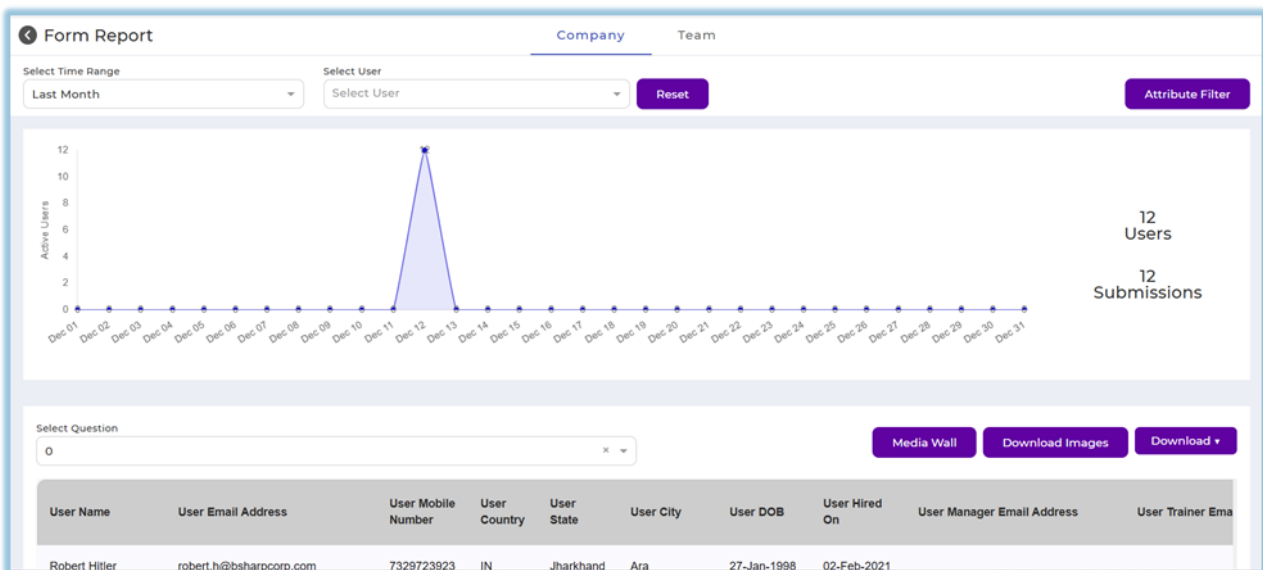
1. Open the **Forms** section.
2. Select a **published form** from the form list.



3. Navigate to the **Manage** page of the form.
4. Click **Reports**.

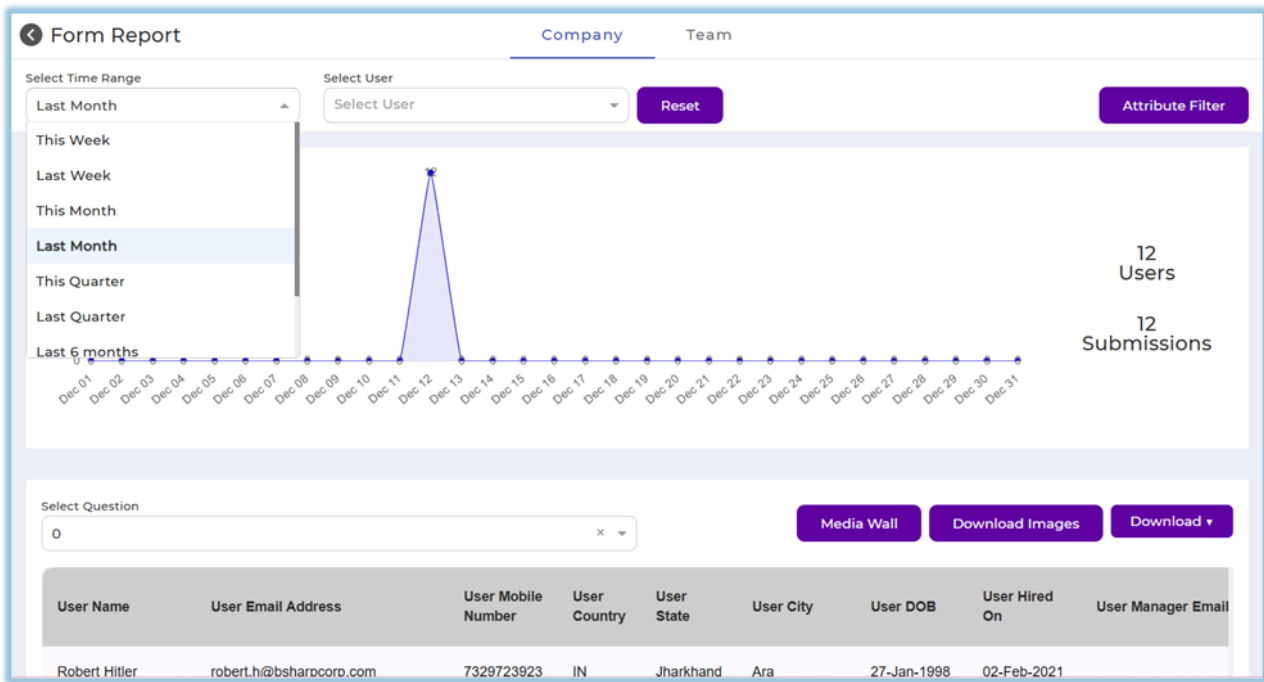


5. The **Form Report** page opens.



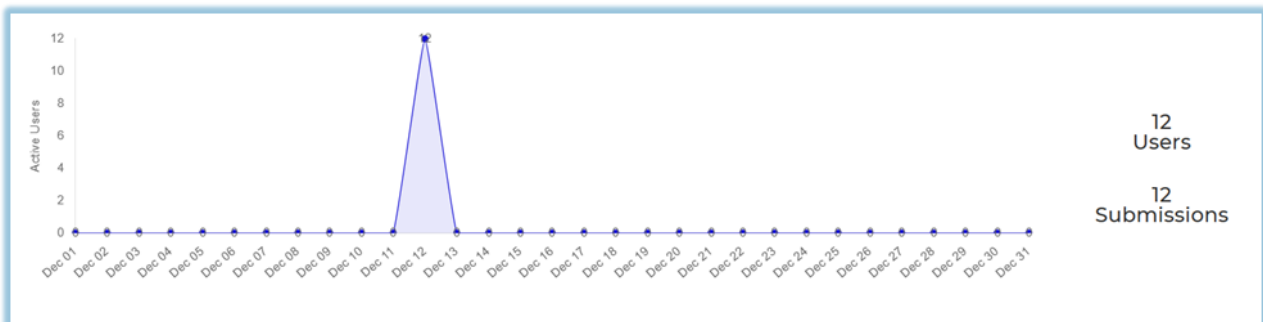
Filter report data

6. Select a **Time Range** to filter responses.
7. Select a **User** to view responses for a specific user.
8. Click **Reset** to clear applied filters.
9. Use **Attribute Filter** to filter responses based on assigned attributes.



View report data

- View submission trends displayed in the report graph.
- Review **Active Users** and **Submissions** count.



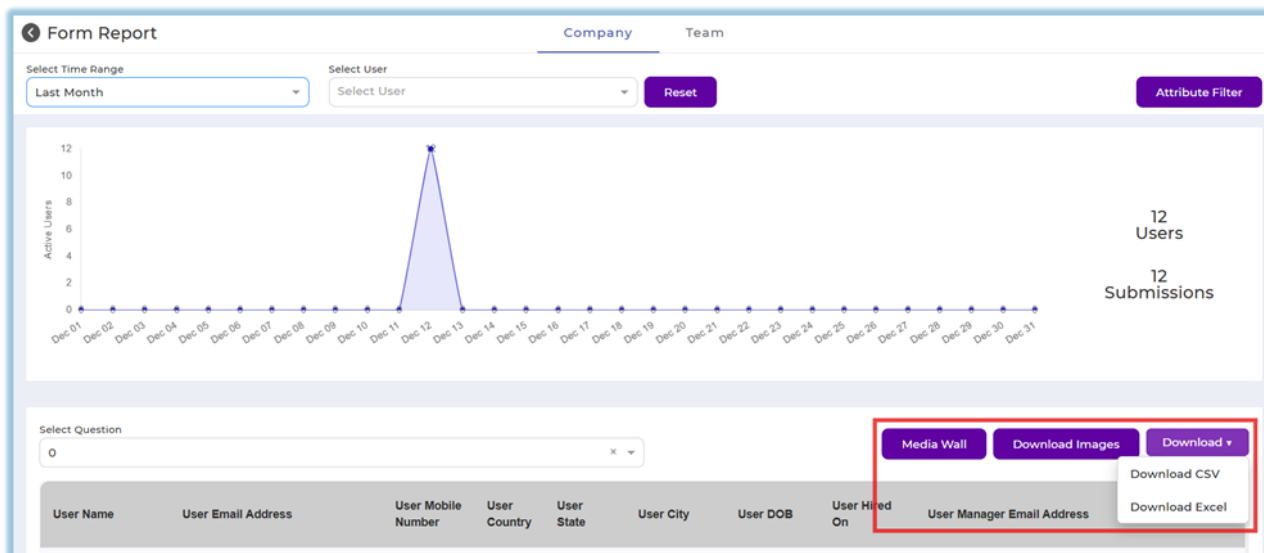
- Select a **Question** to view question-specific response data.

Select Question: 0

User Name	User Email Address	User Mobile Number	User Country	User State	User City	User DOB
Robert Hitler	robert.h@bsharpcorp.com	7329723923	IN	Jharkhand	Ara	27-Jan-1998
Akash Kateemanee	akash@bsharpcorp.com	7788663322	IN	Karnataka	Bengaluru	

Download report data

- Use **Media Wall** to view image-based responses.
- Click **Download Images** to download uploaded images.
- Use **Download** to export responses in available formats such as CSV or Excel.



5. User View

Form Reports are visible only to users with appropriate access. Administrators can view reports across the company, while team-level users can view reports limited to their assigned teams.

6. Reporting

- Reports are available only after a form is published.
- **Company tab** is accessible to administrators.
- **Team tab** is accessible to users with team-level roles such as managers or trainers.
- Reports reflect real-time data as users submit responses.

7. Best Practices

- Apply filters to narrow down large data sets.
- Use question-level filtering to analyze specific responses.
- Download data periodically for offline analysis.
- Use Media Wall for reviewing image-based submissions.
- Ensure users are assigned before expecting report data.

8. Version Notes

Last Updated: 14 Jan 2026

Revision #1

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