





You can view and manage form records (data submitted by website users) in the **Forms** application:

1. Open the **Forms** application.
2. **Edit** () a form. The **Recorded data** tab of the form's editing interface opens, where you can see the individual records.


New record		Select displayed fields						
Actions	ContactId	Form inserted	Form updated	First name	Last name	E-mail	Phone number	Your message
 1		2021/2014 212:12 PM	2021/2014 212:12 PM	Bob	Summers	bobsummers@example.com	(123) 456-7890	Hi, I'm contacting you to find out if this form works.
 2		2021/2014 213:08 PM	2021/2014 213:08 PM	Sheryl	Co	sherylco@example.com	(987) 654-3210	Hi, I'd like to request your latest catalog. Thanks!
 3		2021/2014 213:37 PM	2021/2014 213:37 PM	David	Silver	davidsilver@example.com	(566) 545-4863	Hey, your website rocks!
 4		2021/2014 214:06 PM	2021/2014 214:06 PM	John	Smith	smith@example.com	(555) 666-7777	Hello, please get back to me as soon as possible.

You can export form's records into an external file using either the XLSX (Excel), CSV or XML format, using the  icon in the header of the **Actions** column. See [Exporting data from the user interface](#) for details.

When editing () or creating a record via the administration interface, the form is displayed the same way as on the live site, letting you enter or change the values. Additionally, you can decide if [notification and autoresponder e-mails](#) should be sent when you save the record.



Accessing uploaded files

If your form contains a field for uploading files, you can access such file by editing () a form's record. Click the file's name to download the file.