

# Report

## Blue Form Builder plugin

### User Guide

Version 1.0

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## I) Introduction

**Report** is a plugin of **Magento 2 Blue Form Builder**. After installation, it will be integrated with existing Blue Form Builder extension on your website.

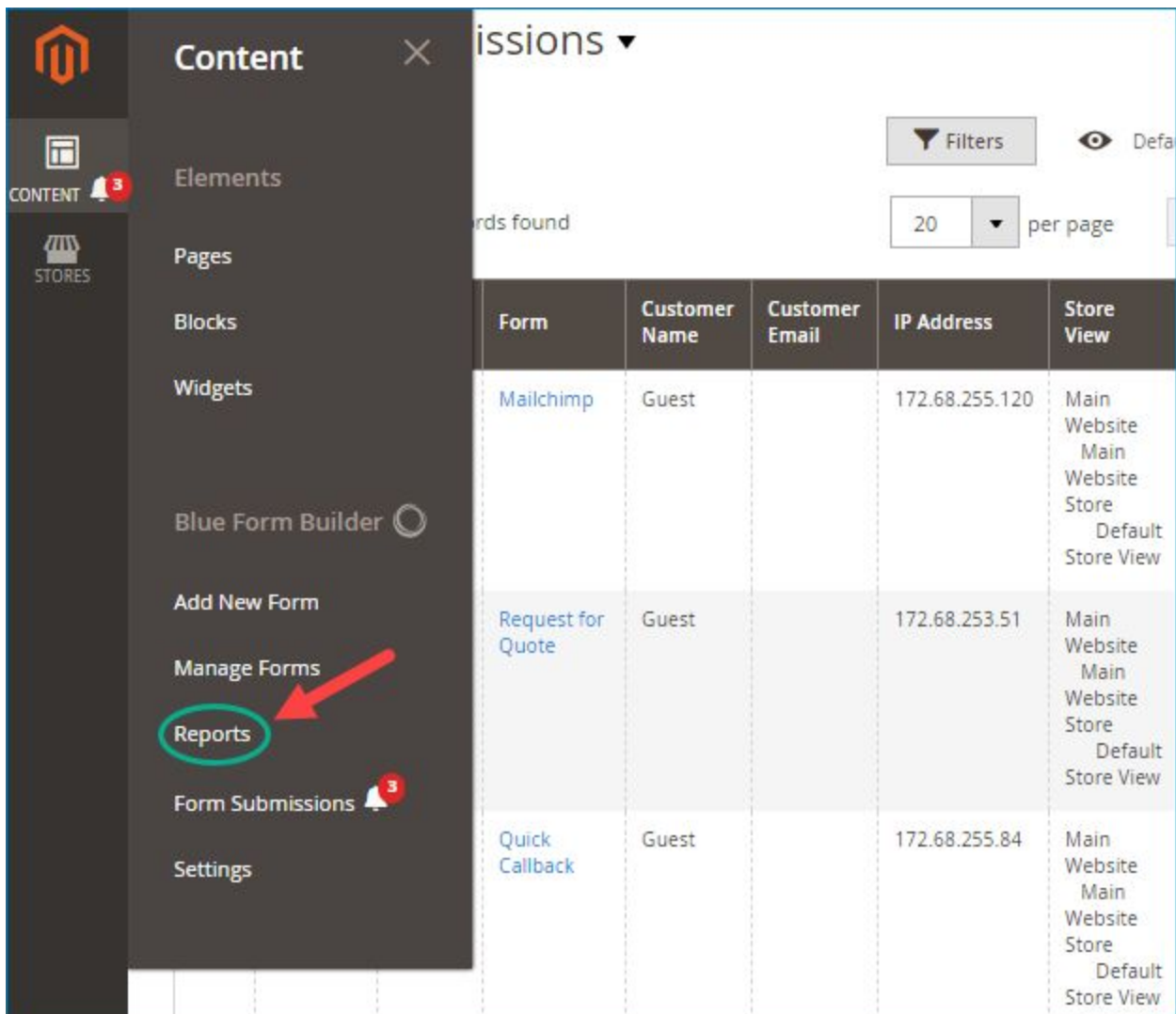
**Report** plugin provides you with statistics on form views, submission and conversion rates. Hence, you can measure the effectiveness of your forms and make appropriate adjustments.

- See form views, submissions and conversion rates
- Report for form fields
- Display report data for flexible time period

## II) Where to Find Plugin

After installing the plugin, you can access it from 3 different locations:

- Go to **Content** on the sidebar of the admin panel. Under **Blue Form Builder**, you will see **Reports** tab. Click the tab to open the report page.



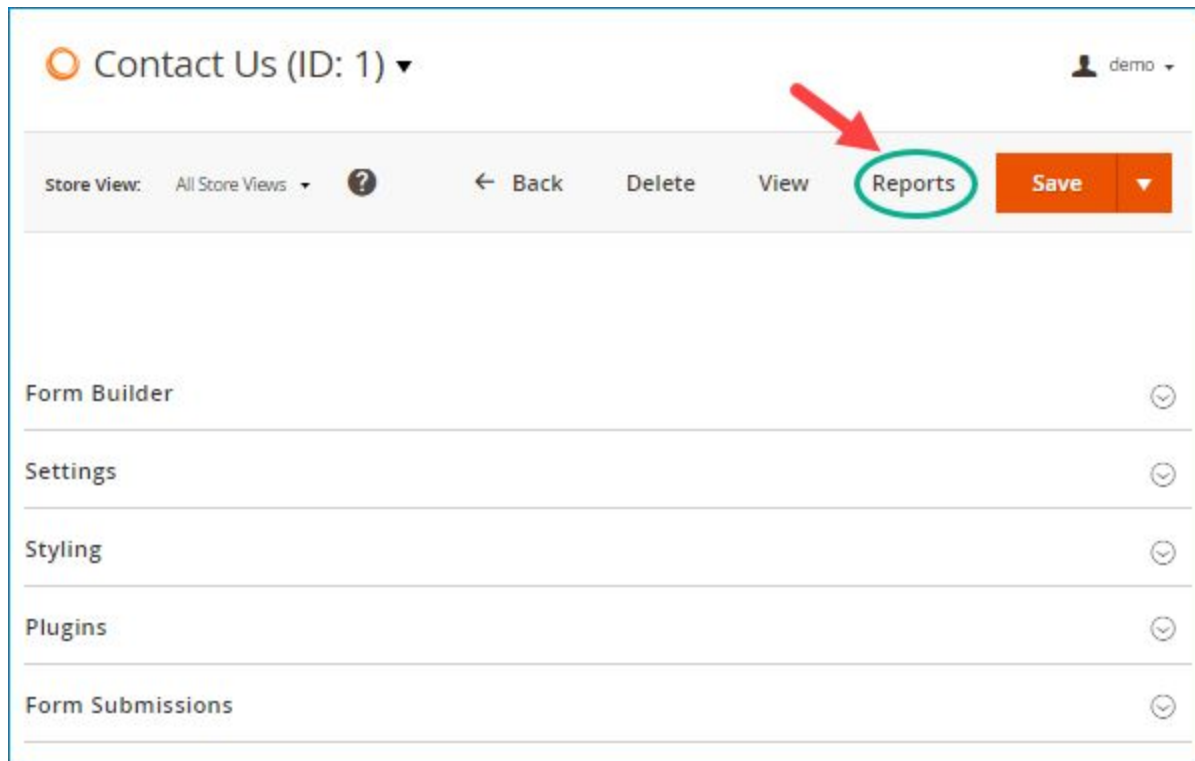
The screenshot shows the admin panel interface. On the left, a dark sidebar is open to the 'Content' section. Under the 'Blue Form Builder' category, the 'Reports' option is circled in green and has a red arrow pointing to it. Other options in the sidebar include Elements, Pages, Blocks, Widgets, Add New Form, Manage Forms, Form Submissions (with a notification badge), and Settings. The main content area shows a table of form submissions with columns for Form, Customer Name, Customer Email, IP Address, and Store View. The table contains three rows of data for forms named 'Mailchimp', 'Request for Quote', and 'Quick Callback'.

Form	Customer Name	Customer Email	IP Address	Store View
Mailchimp	Guest		172.68.255.120	Main Website Main Website Store Default Store View
Request for Quote	Guest		172.68.253.51	Main Website Main Website Store Default Store View
Quick Callback	Guest		172.68.255.84	Main Website Main Website Store Default Store View

- Navigate to **Content > Blue Form Builder > Manage Forms**. Next to “Add New Form” button is the **Reports** tab.

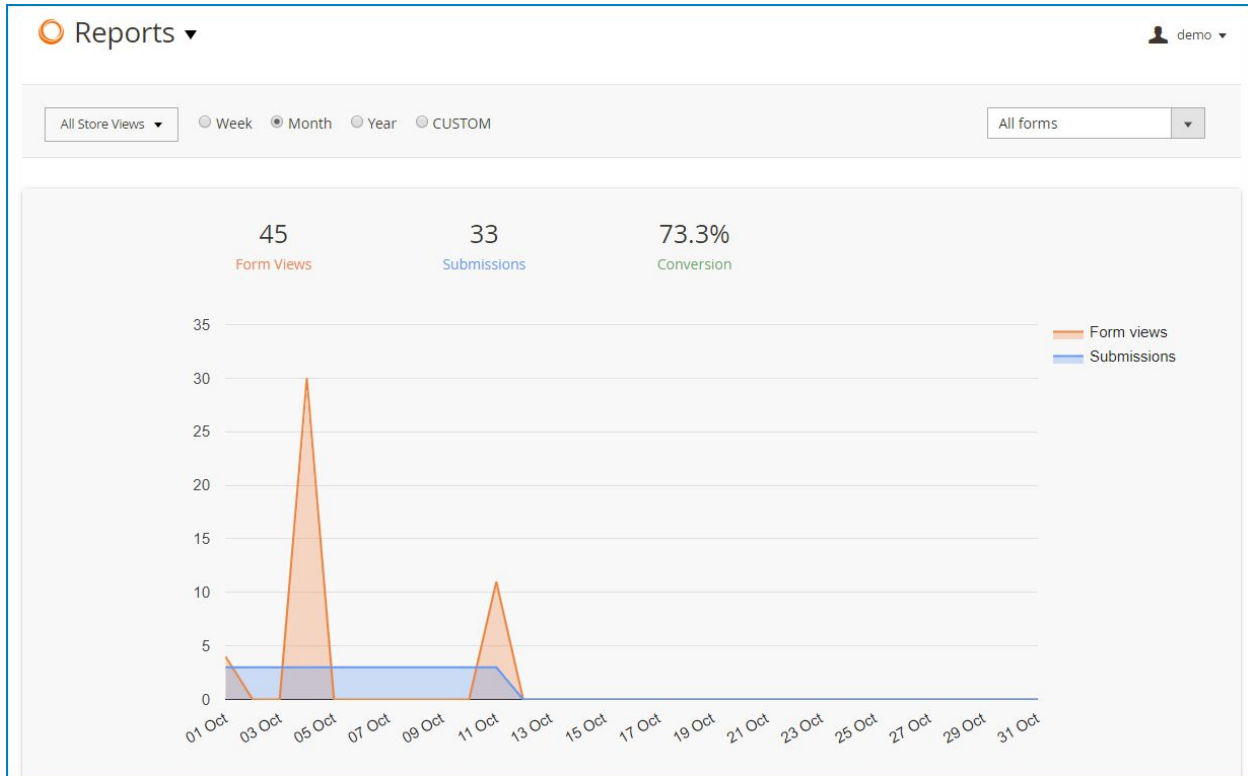
Views	Name	URL Key	Submissions	Status	Modified
74	Contact Us	contact-us	4	ENABLED	Sep 26, 2018 4:00
36	Contact Us 2	contact-us2	2	ENABLED	Jul 17, 2018 5:53
46	Contact Us 3	contact-us3	11	ENABLED	Jul 17, 2018 4:52
33	Delivery Feedback	delivery-feedback	3	ENABLED	Jul 17, 2018 5:37
7	Online Booking Form	online-booking-form	1	ENABLED	Jul 17, 2018 5:37
26	Book an Appointment	book-an-appointment	3	ENABLED	Jul 17, 2018 5:37
33	Customer Satisfaction Survey	customer-satisfaction-survey	9	ENABLED	Jul 17, 2018 5:38

- Click **Content > Blue Form Builder > Manage Forms**. Then open any form. On the left of **Save** button, you will see the **Reports** tab.



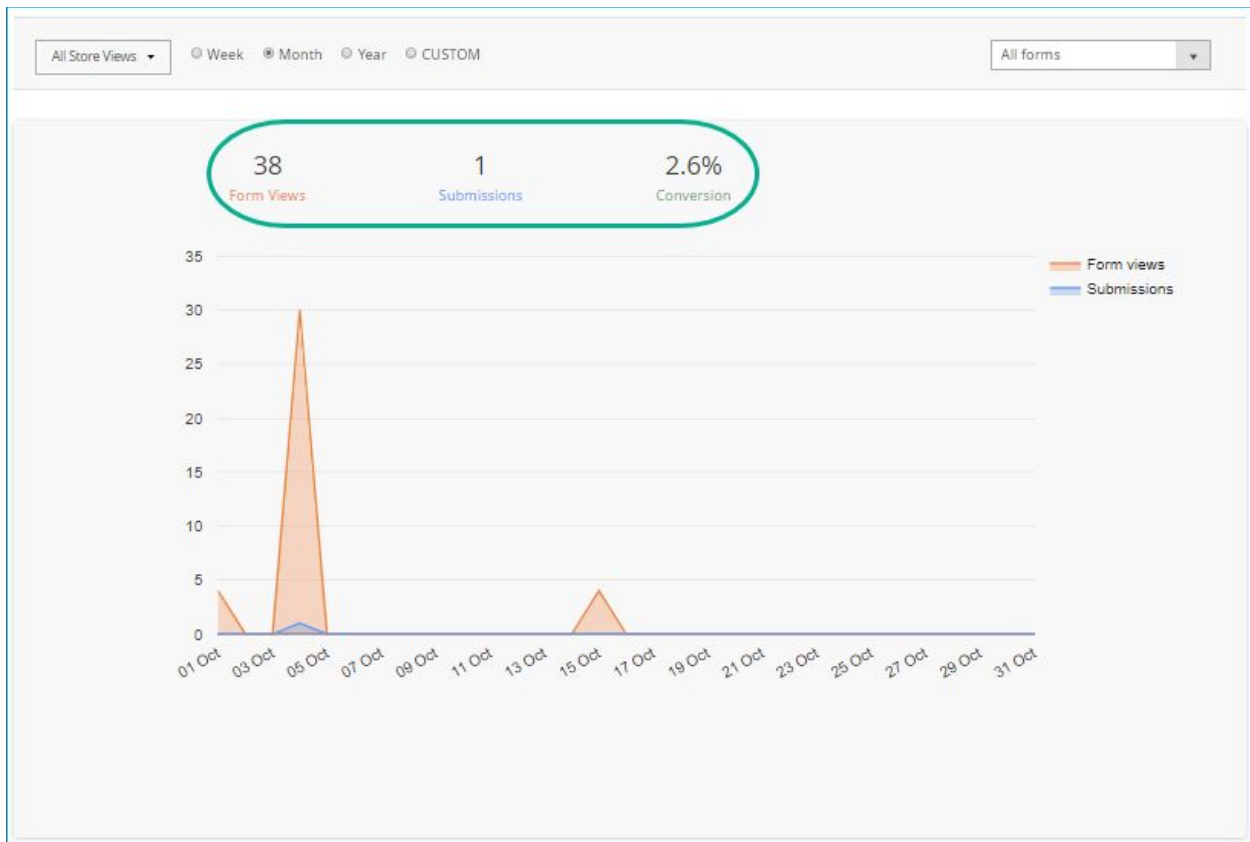
### III) How to Use

After clicking **Reports** tab, you will be navigated to the report page as follows:



On this page, you can:

# 1. See form views, submissions and conversion rates

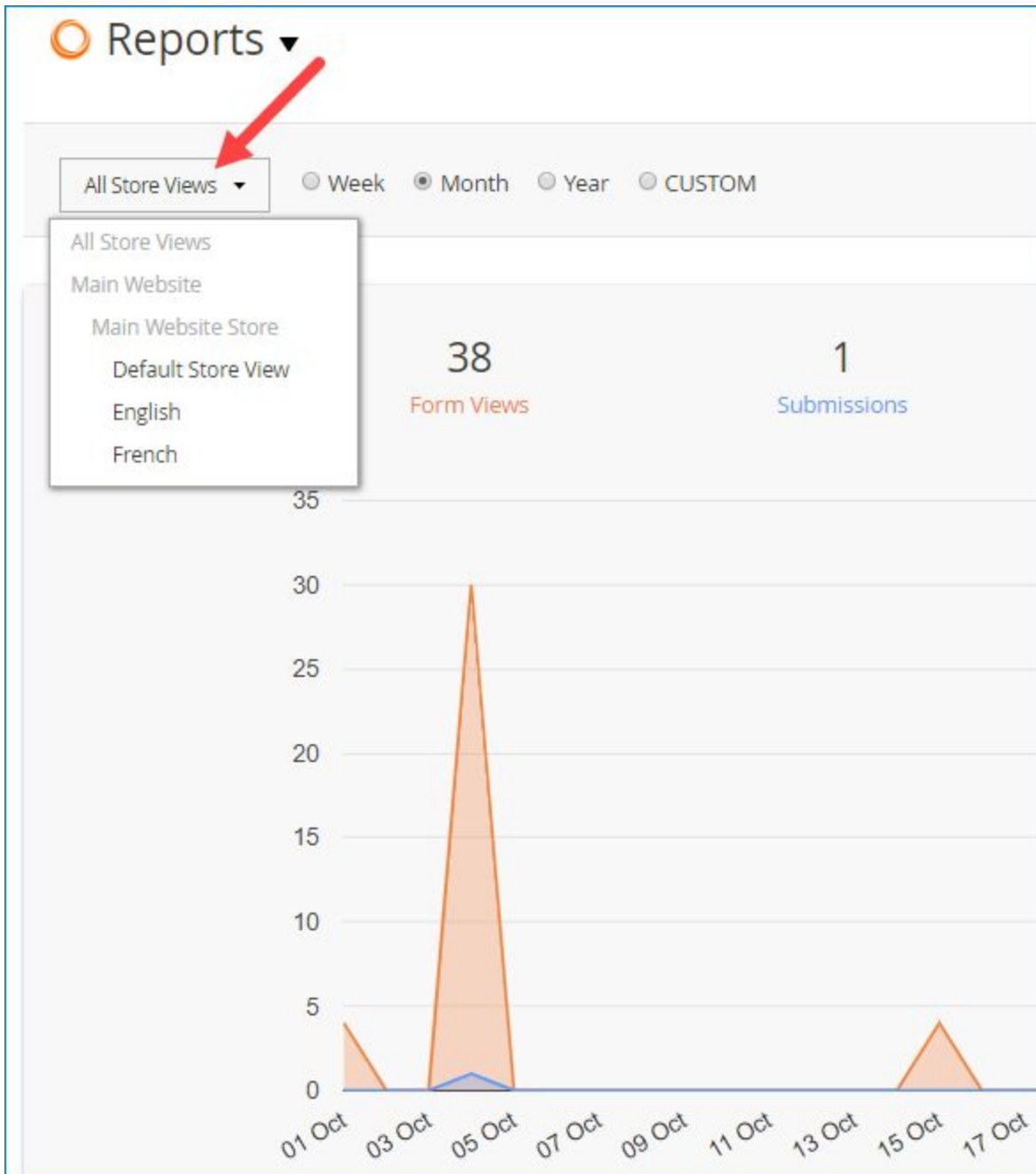


As you can see in the image, the form views and submissions are displayed in area chart.



## 2. View reports for different store views

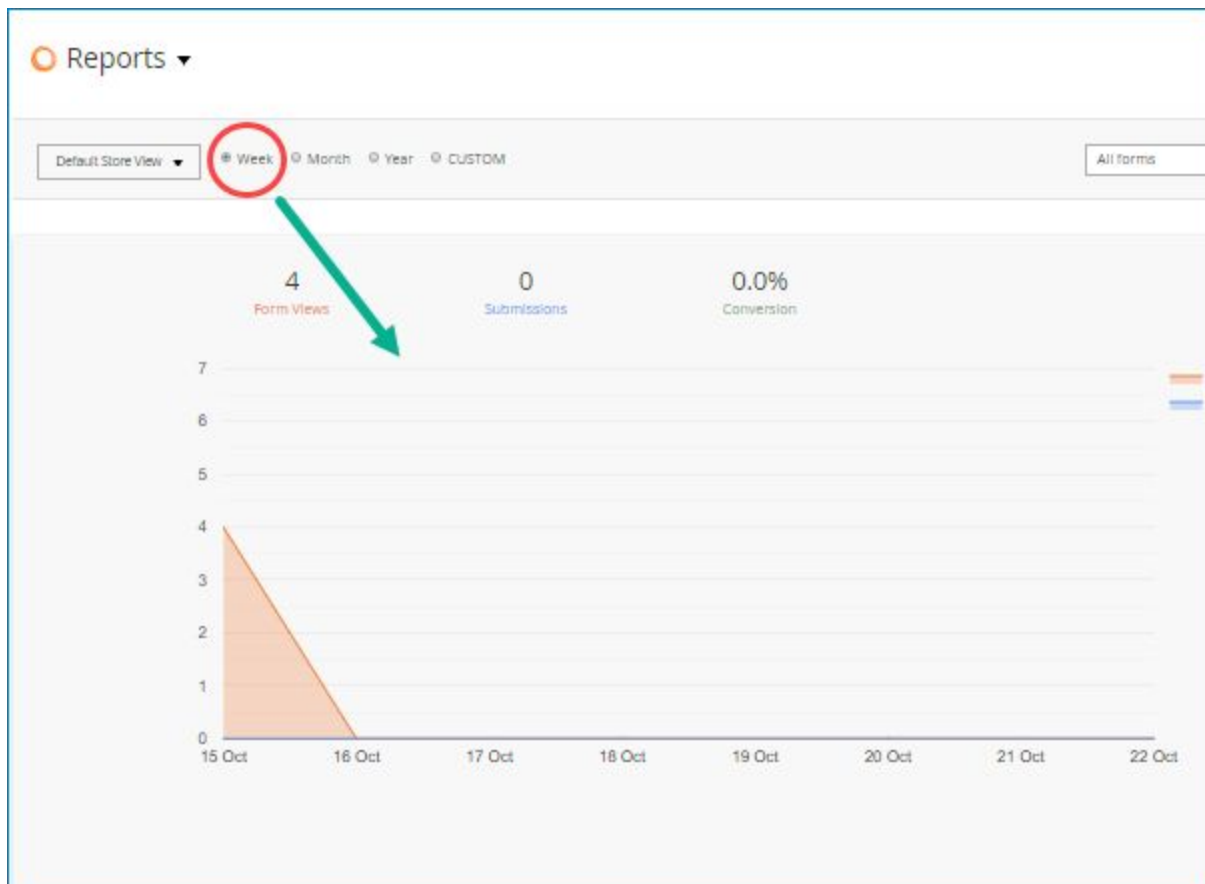
Under **Reports** tab on the top left corner of the screen, you will see “All Store Views” tab. Click this tab and a dropdown list will appear. Then choose the store view you want to see report data.



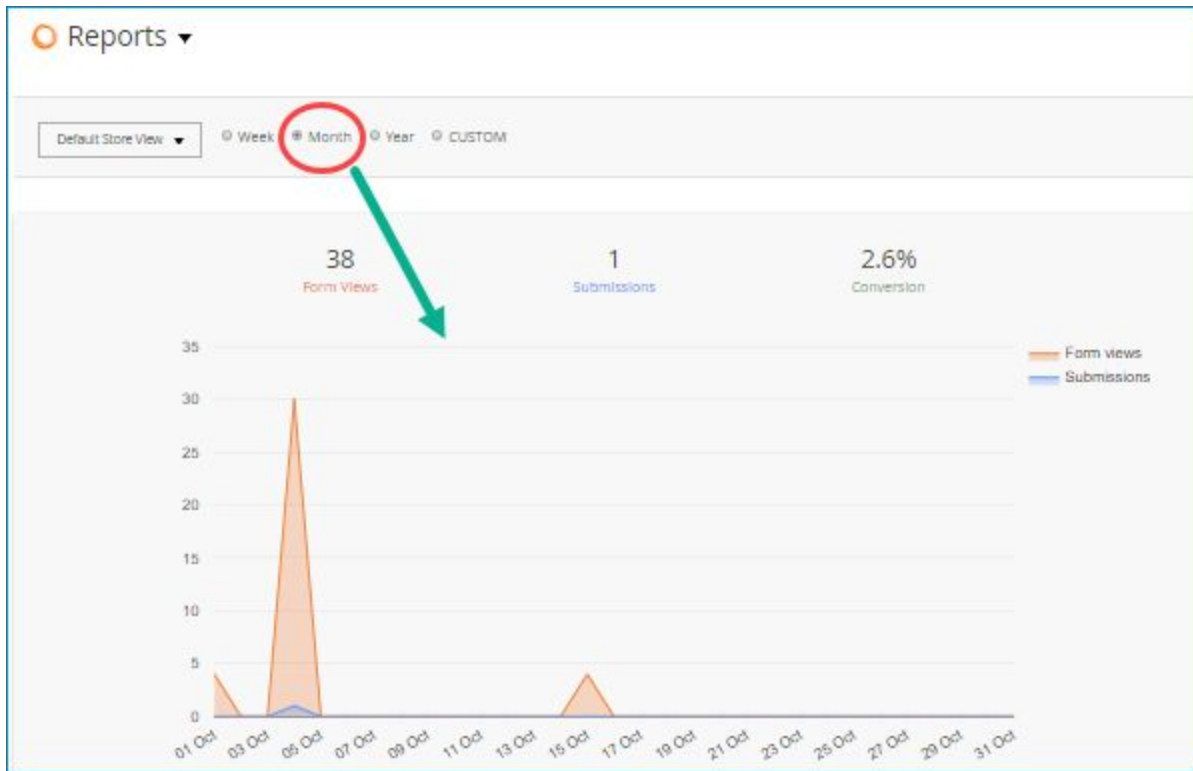
### 3. Display report data for flexible time period

You can view report data by week, month or year by selecting relevant radio buttons. Note that this allows you to view by current week, month and year.

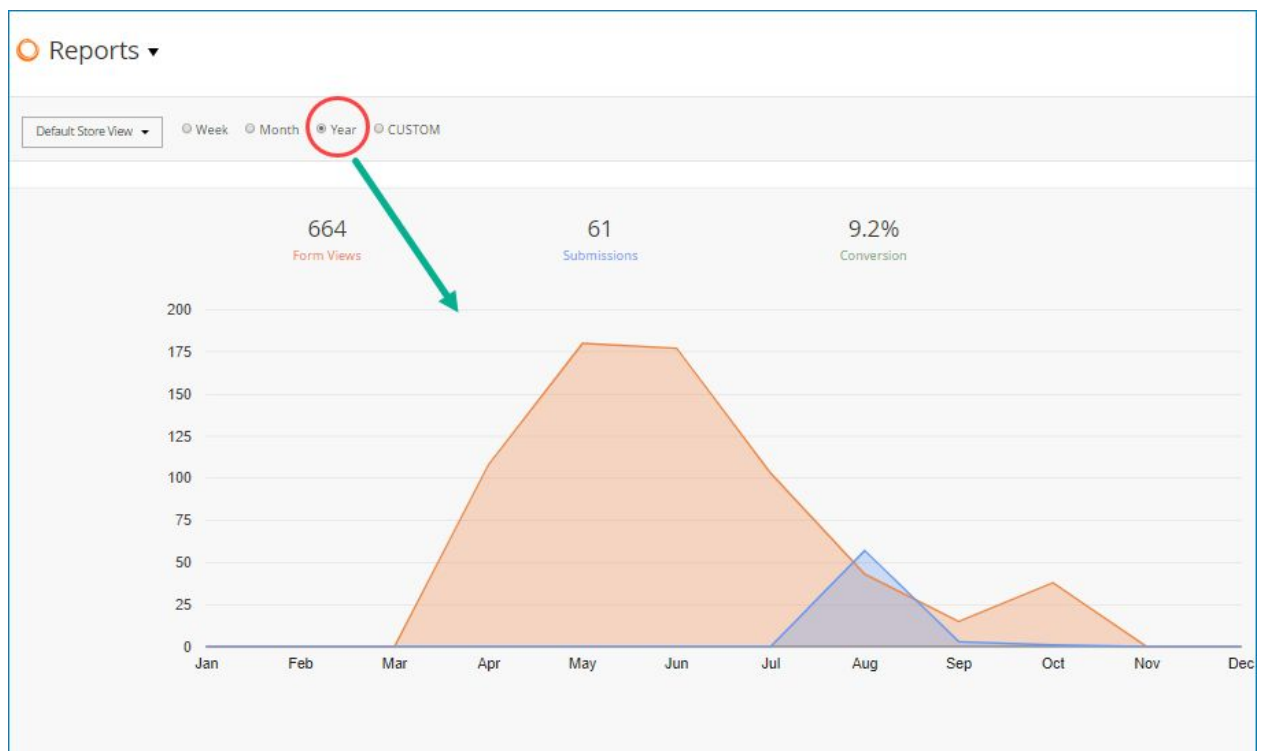
- By week:



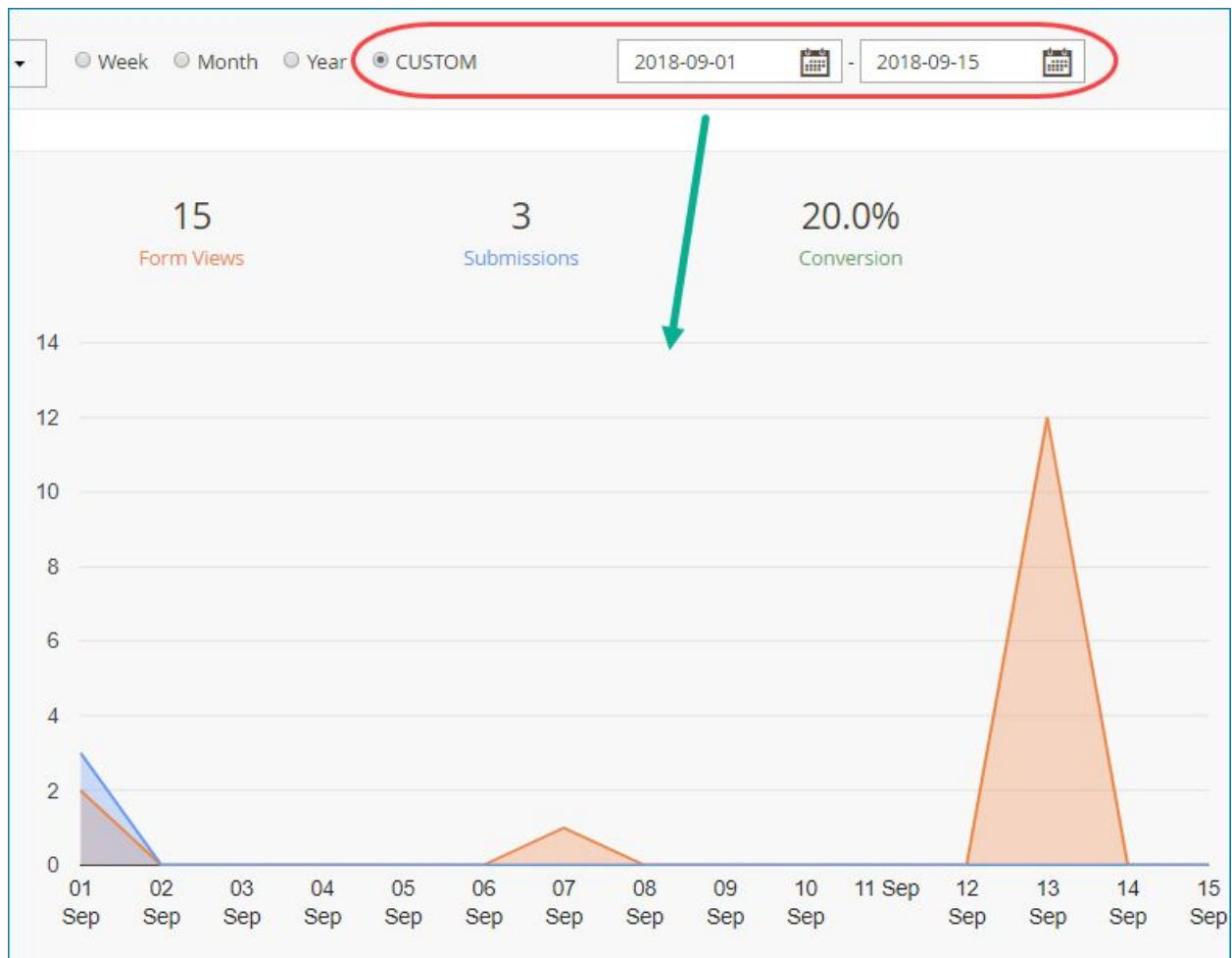
- By month:



- By year:

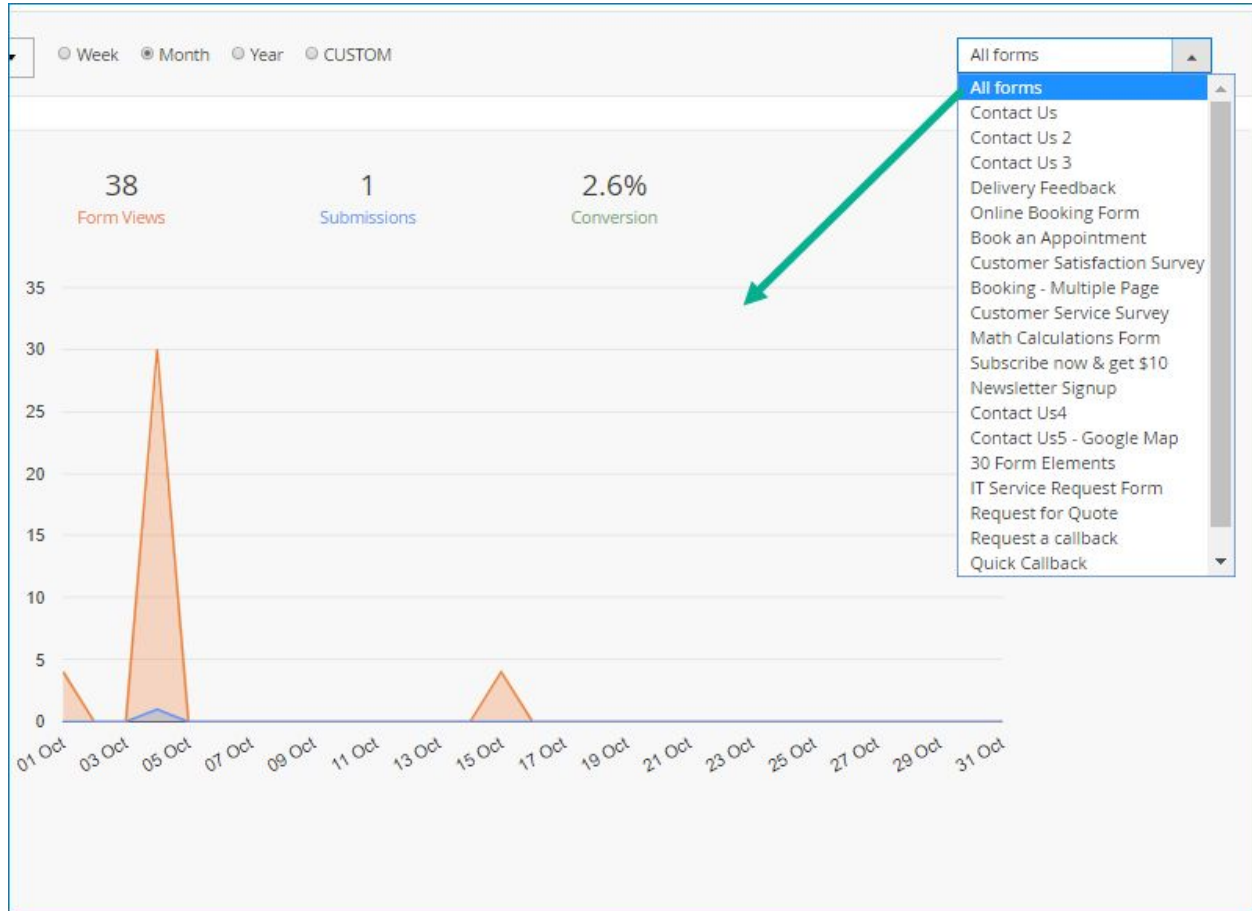


If you select **CUSTOM** button, there will appear 2 datepickers so that you can specify the time period in which you want to view reports. The first picker is for you to choose the start date. The second one is for you to choose the end date. Here we set the time period from 1/9/2018 to 15/9/2018:

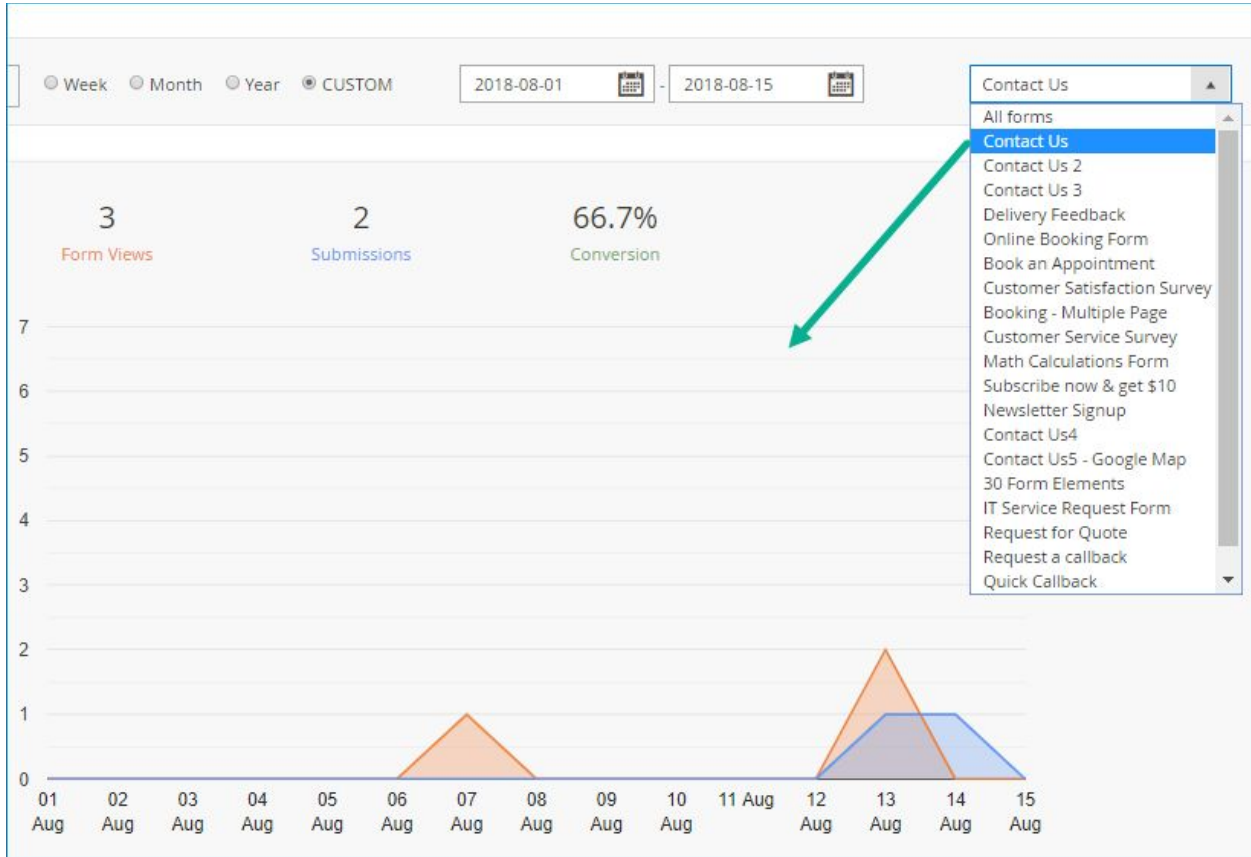


## 4. View reports for all forms or individual forms

On the top right corner of the screen, there is a tab with a drop-down list containing all the forms of your website. You can view report data of all forms by selecting "All forms". The reports will look like this:

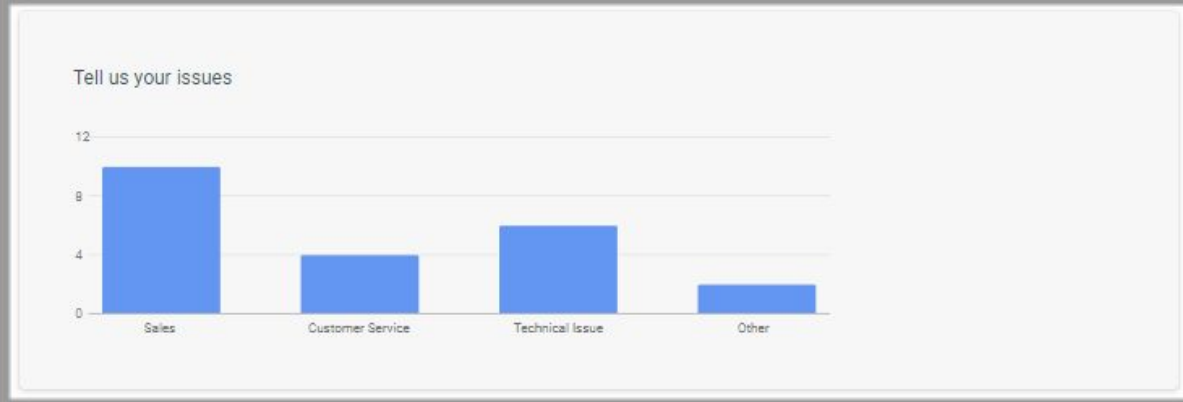
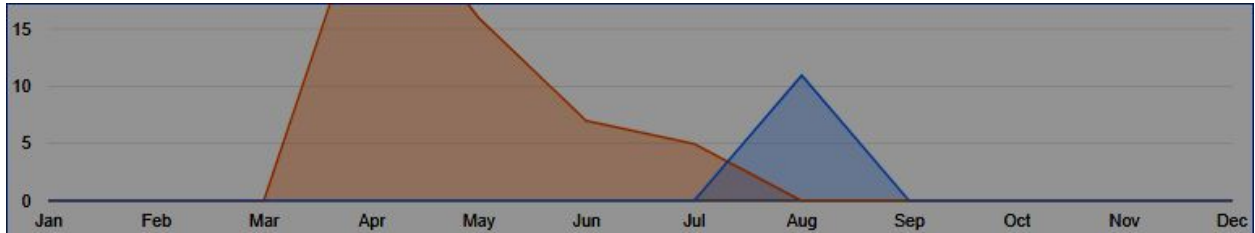


Or view report data of individual forms by selecting the form name in the drop-down list:



Note that if your form has drop-down list fields, single choice fields or multiple choice fields, reports on these fields are also generated in the form of bar chart. This bar chart will show you the number of submissions in which each option is selected.

For example, in a ticket form, there is a field named '**Tell us your issues**'. Customers will choose from a drop-down list which issue they are facing. These issues include **Sales**, **Customer Service**, **Technical Issue** and **Other**. There are 22 submissions for this form, 10 of which select Sales, 4 select Customer Service, 6 select Technical Support and 2 choose Other. The report for this form field will look like this:



## IV) Support

If you have any questions or need any support, feel free to contact us via following ways.

We will get back to you within 24 hours since you submit your support request.

- Fill out [Contact Us](#) form and submit to us.
- Email us at [support@magezon.com](mailto:support@magezon.com).
- Submit a [ticket](#).
- Contact us through [Skype](#): support@magezon.com.
- Contact us on live chat: support@magezon.com.