

Running a Master Response List in PC:

1. From the main page of your field trip click the Reports tab.

Form Manager Published Actions & Reports Preview Save & Exit

K8 - 3rd Grade Dover Skating Rink - 11/1 v2.0

Responses

Permissions

Payments

[Manage Responses](#) [Form Details](#) [Form Settings](#) [Access & Visibility](#) [Approval History](#) [Response Approvals](#) [Order Summary](#) [Received Files](#) [Reports](#)

Share this form
Anyone with this link can respond.
<https://permission.click/5BOa9/int>

Add Recipients
Add recipients to your form for usage.
[Recipients Manager](#) [Quick Add](#)

Add to Staff Form Library
Collect responses from your staff.
[Add to Staff Form Library](#)

Child First Name Search All 50

	Child First Name	Child Last Name	Organization	Respondent	Response Date	System Status		
						Resp.	Perm.	Paid
<input type="checkbox"/>	Henry	Affayroux	MOT Charter School	cclenoir@yahoo.com Christine Affayroux	September 28, 2023	B	✓	\$
<input type="checkbox"/>	Ibrahim	Attar	MOT Charter School	iqubalattar@gmail.com Iqubal Attar	October 03, 2023	B	✓	\$
<input type="checkbox"/>	Ava	Becker	MOT Charter School	regina.becker@colonial.k12.de.us Regina Becker	September 27, 2023	B	✓	\$
<input type="checkbox"/>	Aubrey	Benjamin	MOT Charter School	thebenjaminfamily2012@gmail.com	October 02, 2023	B	✓	\$
<input type="checkbox"/>				navmenav@aol.com		B	✓	\$

2. Click on New Report

Form Manager Published Actions & Reports Preview Save & Exit

K8 - 3rd Grade Dover Skating Rink - 11/1 v2.0

Responses

Permissions

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[Manage Responses](#) [Form Details](#) [Form Settings](#) [Access & Visibility](#) [Approval History](#) [Response Approvals](#) [Order Summary](#) [Received Files](#) [Reports](#)

[Reports](#) [Report Schedules](#) [Report Requests](#) Filter by status New Report

Name	Report Owner	Last Updated	Status	Report Versions	
				Published	Latest
No reports found					

3. The Master Response is the report template that shows up as default.

New Report ✕

Please provide a name for the report:

Please select a report template:

Master Response List ▼

Optionally provide a description for the report:

Report description here...

Immediately publish and skip the report editor

Cancel

Submit

4. Click Submit

5. Once the Report is showing click on the drop down for Actions

Form Manager Published

K8 - 3rd Grade Dover Skating Rink - 11/1 v2.0

Actions & Reports ▼

Preview

Save & Exit

Responses

Completed Started Unopened Not Sent

67 7 5 0

Permissions

Granted Not Granted

67 0

Payments

Paid Online Paid In Person Unpaid

64 1 2

Manage Responses

Form Details

Form Settings

Access & Visibility

Approval History

Response Approvals

Order Summary

Received Files

Reports

Filter by status ▼

Search ✕

New Report

Name	Report Owner	Last Updated	Status	Report Versions		Actions
				Published	Latest	
K8 - 3rd Grade Dover Skating Rink - 11/1 Master Response List	Janet Elston	October 11, 2023 11:53 AM	Published	1	1	▼

1 - 1 of 1 All items have been loaded

6. Click on Generate.

Form Manager Published Actions & Reports Preview Save & Exit

K8 - 3rd Grade Dover Skating Rink - 11/1 v2.0

Responses

Completed Started Unopened Not Sent

67 7 5 0

Permissions

Granted Not Granted

67 0

Payments

Paid Online Paid In Person Unpaid

64 1 2

Manage Responses Form Details Form Settings Access & Visibility Approval History Response Approvals Order Summary Received Files **Reports**

Reports Report Schedules Report Requests Filter by status Search New Report

Name	Report Owner	Last Updated	Status	Report Versions		Actions
				Published	Latest	
☆ K8 - 3rd Grade Dover Skating Rink - 11/1 Master Response List	Janet Elston	October 11, 2023 11:53 AM	Published	1	1	<ul style="list-style-type: none"> Duplicate View Archive <li style="background-color: yellow;">Generate Schedule

1 - 1 of 1

7. You have the option to get an email when the report is ready you can turn that on, then click generate Report.

Generating Report ✕

If there is a large amount of data in the report, it may take more time than normal to complete.

For updates, please check the 'Report Requests' tab.

Thank You!

Notify me via e-mail when the report is ready

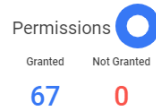
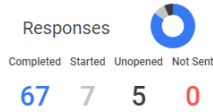
Cancel Generate Report

8. You will then need to go to the Reports tab at the top of the Permission click page.

Form Manager Published

K8 - 3rd Grade Dover Skating Rink - 11/1 v2.0

Actions & Reports Preview Save & Exit



Manage Responses Form Details Form Settings Access & Visibility Approval History Response Approvals Order Summary Received Files **Reports**

Reports Report Schedules Report Requests

Filter by status Search New Report

Name	Report Owner	Last Updated	Status	Report Versions		Actions
				Published	Latest	
K8 - 3rd Grade Dover Skating Rink - 11/1 Master Response List	Janet Elston	October 11, 2023 11:53 AM	Published	1	1	Actions

1 - 1 of 1

All items have been loaded

9. You will then need to click on the report Request tab.

Reports

New Report

Reports Report Schedules **Report Requests**

Filter by status Search

Name	Report Owner	Last Updated	Status	Report Versions		Actions
				Published	Latest	
K8 - 3rd Grade Dover Skating Rink - 11/1 Master Response List	Janet Elston	October 11, 2023 11:53 AM	Published	1	1	Actions
MOT Charter School Template Audit	Janine Harris	October 11, 2023 11:21 AM	Published	1	1	Actions
K8 - 6th Gr Chamber Theatre Production of Encore Master Response List	Janet Elston	October 11, 2023 10:03 AM	Published	1	1	Actions
K8 Math League Club Participation Master Response List	Janet Elston	October 11, 2023 9:31 AM	Published	1	1	Actions
HS Delaware Theatre Company 10/5/2023 Master Response List	Tracy Friswell-Jacobs	October 04, 2023 10:11 AM	Published	2	2	Actions
8th Grade Holocaust Trip 11/1/2023 Master Response List	Janet Elston	October 02, 2023 11:21 AM	Published	1	1	Actions

10. Click on your report (Should say complete once done)

Reports

New Report

Reports Report Schedules **Report Requests** ⁴

Filter by status

Clear all Notifications

Report	Requested By	Version	Scope	Date Requested	Status
K8 - 3rd Grade Dover Skating Rink - 11/1 Master Response List	Janet Elston	1		October 11, 2023 11:55 AM	Complete
K8 - 6th Gr Chamber Theatre Production of Encore Master Response List	Janet Elston	1		October 11, 2023 10:03 AM	Complete
K8 Math League Club Participation Master Response List	Janet Elston	1		October 11, 2023 9:31 AM	Complete
MOT HS Club Participation Master Response List	Janet Elston	1		October 10, 2023 8:03 AM	Complete
MOT HS Club Participation Master Response List	Janet Elston	1		October 05, 2023 12:39 PM	Complete

11. Then Click Download.

Download Report

Report available to download.

Report generated: October 11, 2023 11:55 AM

Cancel Download