# Running Reports

This feature is for creating reports to examine the data inputted by user

1. In the home page, hit “**Reports**” in the top center of the page
2. Create “**New report**” in the top right corner of the page



1. Hit get started in the top panel



1. Change the **title** and **description** of the form



1. **Select the form** you are trying to analyze (you can select certain entries)
2. **Add widgets** (i.e a graph or chart) based on the degree of data analysis required by clicking on the widget in the top panel
3. Select the **layout** of the three widget
4. You can edit each widget by single clicking on the widget and choosing the appropriate field name
5. Make sure you hit **save** once you are done
6. The report will be saved in the “**reports**” portion of Wufoo until you delete it.

**Delete/Edit/Print one entry or multiple entries:**

This feature is embedded to edit, delete or print one or multiple entries and only the creator can do so. You can also add a comment to a certain entry

1. *Delete/Edit/Print on entry:*
2. Go to the home page
3. Place cursor on the form
4. Click on “**Entries**”



1. Select the entry you will modify by clicking on the entry
2. The entry will appear on the top section of the page
3. You can edit the entry or send a copy of the entry to someone or print a copy of it.
4. You can also delete certain entries
5. If you need to add a comment, you can add the comment and change the name to show your name on the comment.
6. *Delete All entries to reset the form:*
7. Go to the home page
8. Place cursor on the form
9. Click on “**entries**”



1. In the middle of the page, you will see “**BULK ACTIONS**” next to “recent entries” in yellow
2. Click on “**Bulk Actions**”
3. Side panel will appear, click on “**Delete All**”



1. All the entries will be deleted!!