

Acclipse Web Manager Forms & Enquiries plus Reports



Course objective

This course is designed to get new users to Acclipse Web Manager updating and managing their enquiry forms. We will also look at the reporting available.

Course duration

1 hour

Course content

Enquiry forms

The Basics

Opening and deleting existing enquiry forms
Editing an enquiry forms

Thank You page

Modifying your thank you page

Response templates

Creating a new response template
Editing an existing response template
Deleting a response template

Setup details

Assigning client responses
Assigning administrator notifications

Managing responses

Viewing and locating responses
Exporting responses to Microsoft Excel
Deleting responses
Archiving responses

Reporting

Running a Subscriber Report