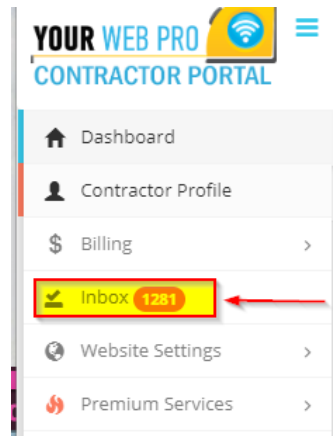


Website Form Submissions

Intro: This document explains how to view and manage the potential leads and customer reviews submitted from your website.

Step #1:

Login to the Contractor Portal and click 'Inbox' from the left side menu.



Step #2:

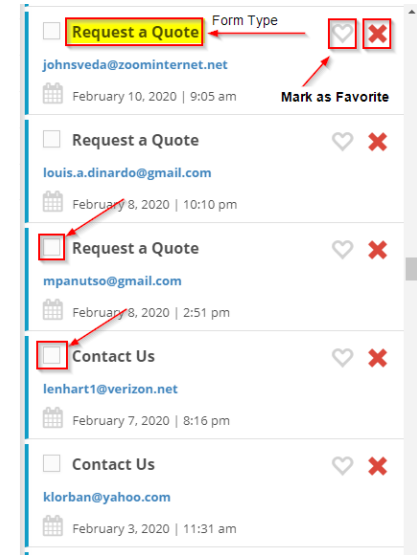
You can receive different types of form submissions such as:

- Request a Quote
- Contact Us
- Customer Review, etc.

Click on the Form Type to open and view the form submission.

To select multiple emails check the box individually on the left or use the top menu (#1) to select/deselect all

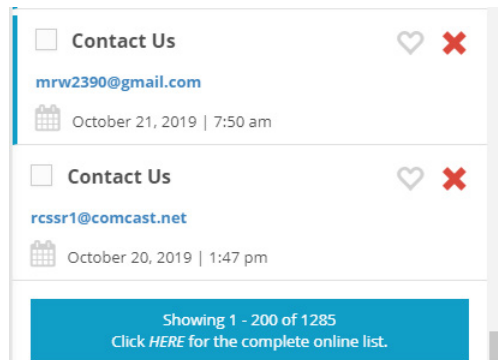
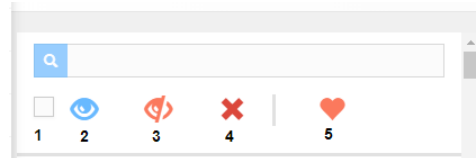
Remove by clicking the Delete (red X). Mark as Favorite by Clicking the 'Heart' Icon.



Step #3:

The numbered options are as follows:

1. Select / Deselect All
2. Mark as Read
3. Mark as Unread
4. Delete
5. Favorite (displays sorted list)



The blue highlighted form submission indicates 'unread' vs. 'read'.

A maximum of 200 form submissions are available in this display mode. 201+ are displayed in a searchable online list.

Step #4:

The options available are:

- Reply (to sender)
- Share (forward)
- Download/Print to PDF
- Delete



Your form will open up to show:

- Name
- Address
- City
- Phone Number
- Email Address
- Additional Details

