7 Updating/correcting applicant records entered through WPForms

7.1 Background

As discussed elsewhere Wellsfound.org uses a form plugin called WPForms that allows organizations to apply online for grants. See screenshot below for how the data content looks once it has been entered. WPForms has worked very well for collecting user data but it has no means for correcting data that's already been entered and submitted. This might be caused by an applicant fat-fingering the entry on the form or, alternatively maybe there was turnover in the applicant organization and therefore a point-of-contact needs to be changed.

This is not a huge deal considering the relatively small number of records we are talking about, but it is something of an irritant when it comes to generating acceptance and rejection letters. That is because WPForms can export a CSV file with all the applicant organization data content. That CSV file is then brought into a Word mail merge letter. Any changes or corrections must be made at that point.

So, my "ask" of ▆▆▆▆▆▆▆▆ of the WordPress User Group was, "*Is there a way I could correct the record within the underlying SQL database?*" A description of the solution follows.
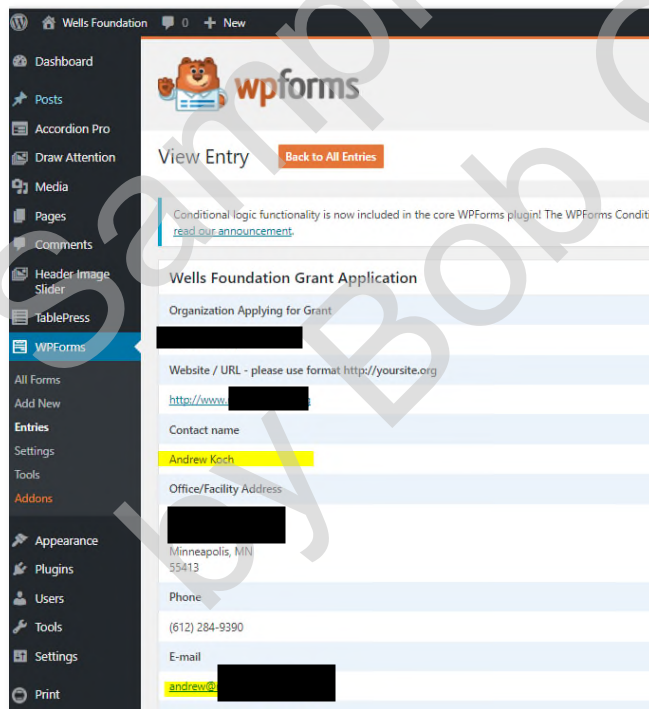
7.2 Example

Figure 7-1

The contact person for the applicant ███████████ (as shown above) has changed to ████
██████ ██████████████.org (from her predecessor ████████████).

7.3 Steps to follow

7.3.1 Go into cPanel and update the table wells_wpforms_entry_fields

Access to cPanel is discussed in section 0. The **phpMyAdmin** page opens up the fields and values of the table **wells_wpforms_entry_fields**.[5]
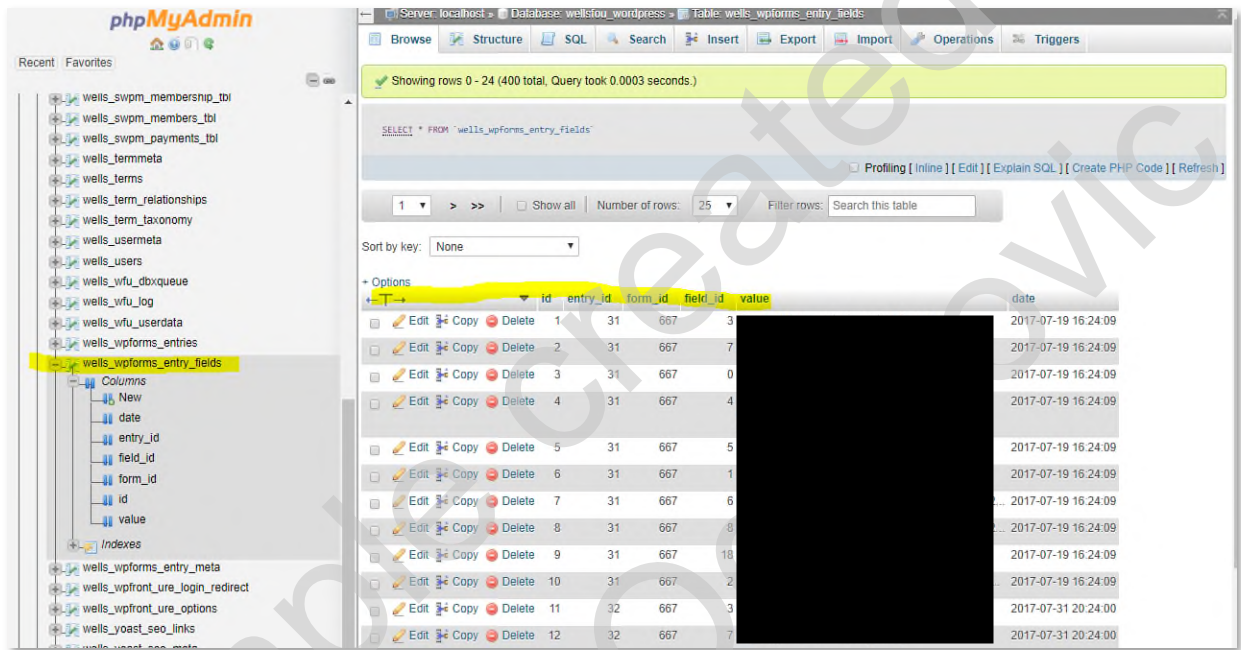

Figure 7-2

7.3.2 Find the record(s) that need(s) to be changed

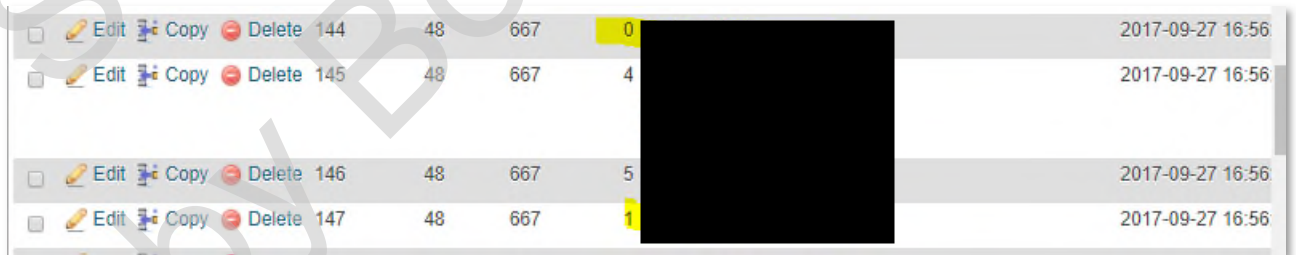Note here and in what follows that this applicant is identified by **entry_id** "48".

Figure 7-3

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[5] I am *guessing* this table is where the data entered by the applicant organization is stored as soon as they click on the WPForms submit button.

7.3.3   Double click on field(s) to be changed

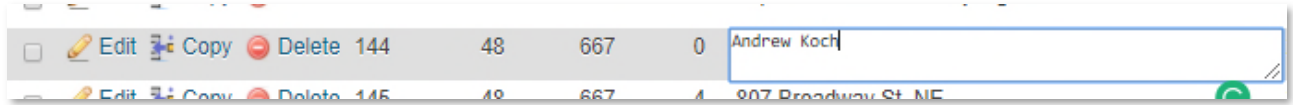Placing the cursor on the field automatically opens it up for editing.

Figure 7-4

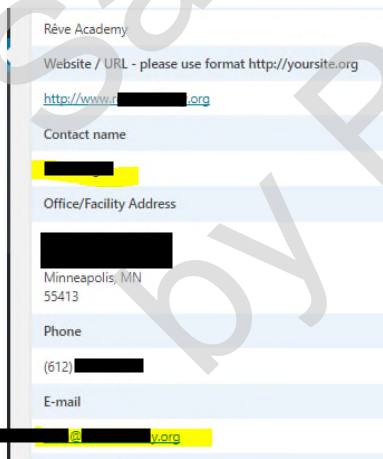### 7.3.4   Similarly edit the wells_wpforms_entries table

There is another table – **wells_wpforms_entries** – that appears to **hold the data in the formatted manner displayed in** *Figure 7-1*.[6] Updating the first table **does not appear to update the second**. Here is a screenshot updating the second table.

Figure 7-5

7.3.5   Confirm changes

The screen where the record is displayed now shows the correct information.

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[6] Here again I'm guessing.