Using the Gravity Tools Suite
What is the “Gravity Tools Suite?”

The combination of three plugins by the makers of Gravity Forms, when used together, will give you the ability to collect data online, process it through a workflow or approval path system, and then easily display the information on a WordPress page or post.
Which Gravity Plugins?

**GRAVITY FORMS**
Collect your data online through custom forms.

**GRAVITY FLOW**
Take the form data and route it to individuals for approval of requests, verification of information, or collect further data.

**GRAVITY VIEW**
Create a custom “view” of the form entries through a WordPress page or post.
Collect your data online through custom forms.
A new entry is pending your approval.

1. Create the group and obtain the URL
2. Check your Workflow Inbox
3. Copy and paste the group’s URL into the "Note" box.
4. Click on Approve button (or Reject)

**Bridge Group Request Details**

<table>
<thead>
<tr>
<th>Your Name</th>
<th>ninarz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Email</td>
<td><a href="mailto:ninarz@ufl.edu">ninarz@ufl.edu</a></td>
</tr>
<tr>
<td>Name of Group</td>
<td>Gravity Tools Training</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Department, College or Work Unit</td>
<td>Web Services</td>
</tr>
<tr>
<td>Group Privacy</td>
<td>Public</td>
</tr>
<tr>
<td>Group Description</td>
<td>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non purus vitae lacin viverra, fringilla nec. Aenean pharetra volutpat elit et malesuada. Bri...</td>
</tr>
</tbody>
</table>
What is Gravity Flow?

**Form Data**
Example: Name, Email Address, etc.

Take the form data and route it to individuals for approval of requests, verification of information, or collect further data.

**Data Reviewed**
Example: Request Sent to Supervisor

**Data Approved**
Example: Moves to Next Step

**Final Approval**
Example: Workflow is Complete

**Data Rejected**
Example: Request Returned to User

**Data Correction**
Example: User Makes Corrections
Create a custom “view” of the form entries through a WordPress page or post

<table>
<thead>
<tr>
<th>Entry ID</th>
<th>Entry Date</th>
<th>Name of Group</th>
<th>Your Name</th>
<th>Workflow Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>17953</td>
<td>March 21, 2017</td>
<td>Gravity Tools Training</td>
<td>ninarz</td>
<td>Approve or Reject Request</td>
</tr>
<tr>
<td>17928</td>
<td>March 17, 2017</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>17906</td>
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<td>17905</td>
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<tr>
<td>17904</td>
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<tr>
<td>17817</td>
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<tr>
<td>17768</td>
<td>March 4, 2017</td>
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<td></td>
</tr>
</tbody>
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# Gravity Tools Training

[← Go back](#)

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**Group Description**


**Group Purpose**


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<td>Web Services</td>
</tr>
<tr>
<td>Lead Administrator Name</td>
<td>Nina Trombi</td>
</tr>
<tr>
<td>Lead Administrator Username</td>
<td>ninarz</td>
</tr>
</tbody>
</table>

I certify that none of the content to be housed in the requested group will contain protected patient (PHI) or any other UF restricted data.

**Entry Notes**

Carlos Morales
added on March 21, 2017 at 12:36 pm

Approve or Reject Request: Approved.

Note: https://bridge.ufl.health.org

[Add Note](#)

[Also email this note to](#)
A few notes about assignees...

- They must be a user on the site with Gravity Flow installed.
- Site users must have a Gatorlink username for public sites, and/or Gatorlink/Shands username for Bridge sites.
- They will need to be connected to the UF Health network.
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