

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

Gravity Forms

*Collect your data
online through
custom forms.*



UFHealth BRIDGE UFHealth.org

Search Bridge Submit

Home Services Apps Care Education Research Policies News & Events Collaboration

Group Creation Request

To request the creation of a user group, please submit the form:

Your Name *

Your Email *

Name of Group *

Department, College or Work Unit *

Group Privacy *

Private Groups: Group content (comments, discussions, files, events) will only be visible to members of the group. Only users who request membership and are accepted can join the group. This group will be listed in the groups directory and in search results.

Limited Groups: Group content (comments, discussions, files, events) is visible to all UF Health members, but can only be added/modified by members of the group. Membership is controlled by an administrator. This group will be listed in the groups directory and in search results.

Public Groups: Group content (comments, discussions, files, events) is visible to all UF Health members, and can be added/modified by any member. Anyone is free to join the group. This group will be listed in the groups directory and in search results.

Hidden Groups: Only users who are invited can join the group. This group will not be listed in the groups directory or search results. Group content and activity will only be visible to members of the group.

Group Description *

Workflow Begins

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

Your Name
ninarz
Your Email
ninarz@ufl.edu
Name of Group
Gravity Tools Training
Department, College or Work Unit
Web Services
Group Privacy
Public
Group Description
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non purus vitae lacus viverra tristique. Quisque ac dui urna. Nulla pharetra volutpat elit et molestiae. Proin

What is Gravity Flow?

FORM DATA
Example:
Name, Email Address, etc...



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



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


The screenshot shows the UFHealth BRIDGE website interface. At the top, there is a navigation bar with the UFHealth BRIDGE logo, a search bar, and a menu with options like Services, Apps, Care, Education, Research, Policies, News & Events, and Collaboration. Below the navigation bar, the main content area is titled "Private: Group Request Work View". It displays a table of request entries. The first entry, ID 17953, is highlighted with an orange border. The table has the following columns: Entry ID, Entry Date, Name of Group, Your Name, and Workflow Step.

Entry ID	Entry Date	Name of Group	Your Name	Workflow Step
17953	March 21, 2017	Gravity Tools Training	ninarz	Approve or Reject Request
17928	March 17, 2017	Academic Operations Committee	idm	Workflow Complete
17906	March 16, 2017	Academic Affairs Office	idm	Workflow Complete
17905	March 16, 2017	Monitor & Protocols	Robert Collins	Workflow Complete
17904	March 16, 2017	Monitor	Robert Collins	Workflow Complete
17817	March 9, 2017	Academic Affairs Office	Linda Hernandez	Workflow Complete
17813	March 9, 2017	Academic Affairs Office	idm	Workflow Complete
17810	March 9, 2017	Academic Affairs Office	idm	Workflow Complete
17780	March 6, 2017	Pharmacy Faculty	idm	Workflow Complete
17768	March 4, 2017	Academic Affairs Office	idm	Workflow Complete

Single Entry View

Gravity Tools Training

← Go back

Entry ID	17953
Entry Date	March 21, 2017
Name of Group	Gravity Tools Training
Group Privacy	Public
Group Description	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non purus vitae lacus viverra tristique. Quisque ac dui urna. Nulla pharetra volutpat elit et malesuada. Proin eu sollicitudin risus. Suspendisse sit amet velit arcu. Integer aliquam consequat luctus. Nulla vel nunc a felis fermentum eleifend. Sed tempor gravida lorem id ultrices. Fusce congue sapien ligula, id molestie leo bibendum eget.
Group Purpose	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc non purus vitae lacus viverra tristique. Quisque ac dui urna. Nulla pharetra volutpat elit et malesuada. Proin eu sollicitudin risus. Suspendisse sit amet velit arcu. Integer aliquam consequat luctus. Nulla vel nunc a felis fermentum eleifend. Sed tempor gravida lorem id ultrices. Fusce congue sapien ligula, id molestie leo bibendum eget.
Your Name	ninarz
Your Email	ninarz@ufl.edu
Department, College or Work Unit	Web Services
Lead Administrator Name	Nina Trombi
Lead Administrator Username	ninarz
I agree	<input checked="" type="checkbox"/>
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**	<input type="checkbox"/> I agree
Entry Notes	<div>Carlos Morales added on March 21, 2017 at 12:16 pm Approve or Reject Request: Approved. Note: https://bridge.ufhealth.org</div> <div><input type="text" value="Also email this note to"/> <input type="text"/> <input type="button" value="Add Note"/></div>

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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