

About submitted forms statuses

Your volunteers can set a status for a submitted form to alert the other volunteers of where the form is in your process.

✔ Where do I find it?

From Features > **Submitted Forms**, select the form for which you want to change the status. Select the edit icon from the left of the form. Use the drop-down menu to change the status.

The screenshot shows the 'Edit Submitted Form from' page. On the left sidebar, there are sections for 'Search Site', 'Add a new...', 'Recent Updates', and 'Support'. The main content area is titled 'Administrative Info' and contains fields for 'Contact', 'Animal', 'Online Form' (set to 'Cat Adoption Application'), and 'Assigned To'. The 'Status*' dropdown menu is open, showing a list of status options: Adopted, Adopted Elsewhere, Appointment Schedule, Approved, Approved to Foster, Approved to Surrender, Approved to Volunteer, Cancelled, Completed, Deleted, Denied, Expired, Forwarded, Foster, Hold, Hold for Better Match, Incomplete, Pending, and Requested More Info. At the bottom of the form, there are buttons for 'Cancel', 'Save', and 'Save and Edit Form Answers'.

On this page:

- [List of available status selections](#)

List of available status selections

The following is a list of the Statuses and whether or not they are **Pending** (still open):

i If you set a Submitted Form's status to one that is not Pending, it will be removed from the Default view on the Submitted Forms. As you process your **Submitted Forms**, when a form has completed your process, you should set the status to one that is not **Pending**.

✔ Use a status that has Pending "No", to close an open form.

Status	Pending (Open)
Waiting Vet Check	Yes

Hold for Better Match	Yes
Submitted	Yes
Appointment Schedule	Yes
Waiting Home Visit	Yes
Approved	Yes
Pending	Yes
Requested More Info	Yes
Under Review	Yes
Waiting Landlord	Yes
Adopted Elsewhere	No
Approved to Foster	No
Foster	No
Waiting on Applicant	No
Returned	No
Expired	No
Cancelled	No
Forwarded	No
Sponsored	No
Hold	No
Adopted	No
Deleted	No
Denied	No
Incomplete	No
Approved to Surrender	No
Approved to Volunteer	No
Completed	No



The Submitted Form Status "Incomplete" is used for applications that the submitter needs to complete or update. This status gives the submitter access to the Online Form for submission.

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