

# About\_submitted\_forms\_statuses\_Intro\_v1

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 is a 'Search Site' section with a search bar and a 'Go!' button. Below it is an 'Add a new...' section with a 'Choose one...' dropdown and a 'Go!' button. Further down is a 'Recent Updates' section listing several animals: Jazzy, Calamity Jane, Risa Semi Swirl, Cheyenne, Jonah, and Miller. At the bottom of the sidebar is a 'Support' section with a 'Get Support' link. The main content area is titled 'Edit Submitted Form from' and includes a breadcrumb trail: « Online Forms « Submitted Forms « Submitted Form from [redacted]. Below the title is a section labeled 'Administrative Info' containing fields for 'Contact' (redacted), 'Animal' (redacted), 'Online Form' (Cat Adoption Application), and 'Assigned To' (Choose One...). The 'Status' field is currently set to 'Adopted' and 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 are buttons for 'Cancel', 'Save', and 'Save and Edit Form Answers'.