

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 a web interface for editing a submitted form. On the left sidebar, there is a 'Search Site' section with a search bar and a 'Go!' button, and a 'Recent Updates' section listing several animals. 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', 'Animal', 'Online Form' (set to 'Cat Adoption Application'), and 'Assigned To' (a dropdown menu). The 'Status' field is highlighted with a red asterisk and has a dropdown menu open, showing various status options. The 'Add a Comment' section is also visible. At the bottom of the form, there are buttons for 'Cancel', 'Save', and 'Save and Edit Form Answers'.

Lost? Can't find something? Click here.

Search Site

Animals Go!

Add a new... Choose one... Go!

Recent Updates

- Animal: Jazzy
- Animal: Calamity Jane
- Animal: Risa Semi Swirl
- Animal: Cheyenne
- Animal: Jonah
- Animal: Miller

Support Get Support

Edit Submitted Form from [redacted]

« Online Forms « Submitted Forms « Submitted Form from [redacted]

Administrative Info

Contact [redacted]

Animal [redacted]

Online Form [Cat Adoption Application](#)

Assigned To Choose One...

Status* Adopted

- Choose One...
- 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
- Requested More Info

Add a Comment

Cancel Save Save and Edit Form Answers