_Editing_a_submitted_form's_details_Content_v1

Follow these instructions to edit the information about a submitted online form:

- 1. Log in to your account from RescueGroups.org (Login).
- 2. If you know the name of the Contact, go to Contacts > Submitted Forms. Search for the Contact, then click the link for Submitted Forms.



- 3. If you do not know the name of the contact submitting the form, go to Features > Submitted Forms. Select the most recent one to review to see if this is the one you need.
- 4. If you know the name of the animal, go to Animals > Animal List and click the animal's name, then click the link for Submitted Online Forms.



- In the Submitted Forms data table, click the Edit icon for the submitted form or click the Form ID for the submitted form, then the Edit button on the following page.
- On the Edit a Submitted Form page, you can do the following:
 a. Select an animal to associate with the form.
 - i. You can modify the animals listed in your dropdown menu by selecting the animal dropdown menu:

Administrative Info	
Contact	Test Me
Animal	Roni (Dog-Available)
Online Form	Online Form

- ii. Scroll to the very top of the menu. There, you will find two options listed:
 - * List all * List active only

	Contacts	Website	Choose One Animals list options:
Edit Submitted Form « <u>Online Forms</u> « <u>Submitted Forms</u> « <u>S</u>		itted Form ubmitted Forms « S	* List all * List active only [selected] Select an Animal:
Administrative Info		e Info	*COURTESY POST* Bruce (Rabbit-Available) Autumn (Dog-Available)

Note: the currently selected option will have the word [selected] next to it. Hover over the option you want to switch to that animal list.

b. Set which volunteer the form is Assigned To

Assigning a Form

(i)

When you assign a form to a volunteer with a RescueGroups.org user account, that form is easily found using their My Forms link on their dashboard.



7. Click Save to stop there or click Save and Edit Form Answers.