_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.

```
Adoptions (0) Calls (0) Campaigns (0) Submitted Forms (1) Donations (1)

Email History (0) Files (0) Fosters (0) Groups (0) Animal Intakes (0)

Journal Entries (0) Inventory Loaners (0) Meet Requests (0) Reminders (0) Sponsorships (0)

User Login Accounts (1) Volunteer Calls Assigned (0) Volunteer Calls Queues (0) Volunteer Colony Caretakers (0) Volunteer Journal (0)

Volunteer Hours (0) Waiting Lists (0)
```

- 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.

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Adoptions (1) Attendance (0) Custom Animal Groups (0) Files (0) History. (9)

Intakes (0) Journal Entries (2) Missing Journal Entries! Media (12) Outcomes (0) Submitted Online Forms

Relationships (0) Meet Requests (0) Sponsorships (0) Kennel Card Add a Success Story.
```

- 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.
- 6. On the Edit a Submitted Form page, you can do the following:
 - a. Set which volunteer the form is Assigned To



Assigning a Form

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.



Assigning a Form

The dropdown menu will only contain names of contacts that have been added to your Volunteer group.

- b. Set the Status
- c. Add a Comment



The Animal selector on the Edit Form Details page is not functional at this time. Instead, please update the animal by Editing answers for your form.

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