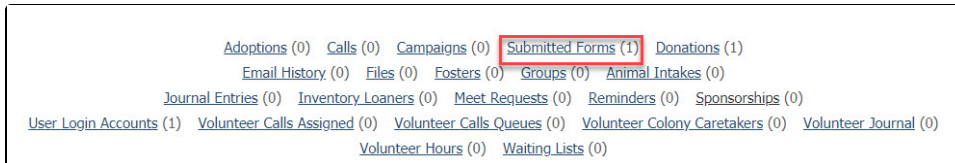


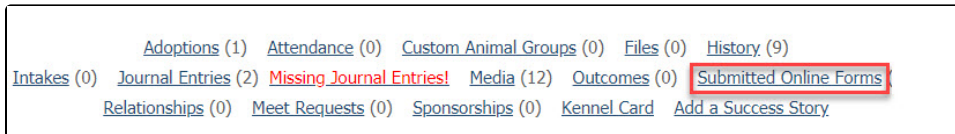
_Editing_a_submitted_form's_details_Content_v1

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**.



5. 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**.