

Editing_a_submitted_form's_answers_Content_v1

Follow these instructions to edit a submitted form's answers:

1. Go to RescueGroups.org, click **Login**.
2. Navigate to **Contacts > Submitted Forms**.
3. In the **Submitted Forms** data table, click **Form ID** for the submitted form.
4. Click the **Edit Answers** button.


How to update the Available Animal associated with a form:


1. Open the form you want to update
2. Click the Edit Answers button as shown below


Submitted Form from [REDACTED]


[« Online Forms](#) [Submitted Forms](#)

The applicant for this submitted form has not been added to your contact list.
[Add as a new contact](#) or [Merge with an existing contact](#).

 Open as PDF

 Comments (2)

 Contact Applicant

 Submit a New Form for this Contact

Applicant [REDACTED]

Animal [Bows](#) 🐾

Online Form [Online Form](#)

Assigned To 🐾

Created 6/22/2022

Submitted 6/22/2022

Status Submitted 🐾

Comments [View Comments](#) (2)
[Add a Comment](#)

Answers [View Answers](#)
[Edit Answers](#)

Delete

Edit Form Details

Edit Answers

View Answers

3. Update the animal name by clicking on the dropdown menu that lists the available animals. Note that this question must be associated with the Available Animals answer type. You may want to read more about this topic in our article on [Answer Types](#).

Name of animal interested in adopting *

Bows

Thank you for taking the time to fill out this form!

Please tell us how you found our website

☐ Friend/Family ☐ Volunteer

☐ Another Website ☐ Yahoo

☐ Google ☐ Other Search Engine

☐ Don't Know ☒ Other

May we call your Vet

Yes

*=required

Save Form



Animals List Option

You can modify the animals listed in your dropdown menu by selecting the animal dropdown menu:

Administrative Info

Contact [Test Me](#)

Animal

Online Form [Online Form](#)

Then, scroll to the very top of the menu. There, you will find two options listed:

- * List all
- * List active only

Contacts **Website**

Edit Submitted Form

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Administrative Info

Choose One...

Animals list options:

- * List all
- * List active only [selected]

Select an Animal:

- *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.

4. Click **Save Form**