

About submitted forms statuses

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.

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
Add a Comment	<div style="border: 1px solid #ccc; padding: 5px;"> 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 </div>


[Cancel](#)
[Save](#)
[Save and Edit Form Answers](#)

On this page:

- List of available status selections

List of available status selections

The following is a list of the Statuses and whether or not they are **Pending** (still open):

 If you set a Submitted Form's status to one that is not Pending, it will be removed from the Default view on the Submitted Forms. As you process your **Submitted Forms**, when a form has completed your process, you should set the status to one that is not **Pending**.

✔ Use a status that has Pending "No", to close an open form.

Status	Pending (Open)
Waiting Vet Check	Yes

Hold for Better Match	Yes
Submitted	Yes
Appointment Schedule	Yes
Waiting Home Visit	Yes
Approved	Yes
Pending	Yes
Requested More Info	Yes
Under Review	Yes
Waiting Landlord	Yes
Adopted Elsewhere	No
Approved to Foster	No
Foster	No
Waiting on Applicant	No
Returned	No
Expired	No
Cancelled	No
Forwarded	No
Sponsored	No
Hold	No
Adopted	No
Deleted	No
Denied	No
Incomplete	No
Approved to Surrender	No
Approved to Volunteer	No
Completed	No



The Submitted Form Status "Incomplete" is used for applications that the submitter needs to complete or update. This status gives the submitter access to the Online Form for submission.

Popular Questions

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- [forms](#)
- [animal](#)

1. 0

votes

[How do I get my listings to automatically feed to Facebook?](#)

- 2 answers
- [Jennifer Myers](#)
- Mar 20, 2024
- [animals](#)
- [website](#)
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2. 0
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How can we embed our available or adopted animal data stored in RescueGroups.org for display on an external website service?

- 4 answers
- [Whiskers & Tails Rescue Foundation](#)
- Sept 21, 2023
- Space: [Website Service Guide](#)
- [website](#)
- [exports](#)
- [animals](#)
- [toolkit](#)

3. 0
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My Animal List is empty

- 2 answers
- [Tammy Mullins](#)
- Feb 06, 2024
- [animals](#)

4. 0
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Requests

- 0 answers
- [Anita Lowman](#)
- Feb 19, 2024
- [requests](#)
- [animals](#)

5. 0
votes

Add a mixed breed choice for dogs

- 1 answer
- [Richard \[RG\]](#)
- Feb 27, 2014
- [requests](#)
- [animals](#)
- [breeds](#)
- [exports](#)

6. 0
votes

Change default location to "no"

- 1 answer
- [Alana Woodbury](#)
- Jan 22, 2024
- [animals](#)
- [exports](#)

7. 0
votes

What fields is the Asilomar Advanced Animal Statistics report pulling from

- 0 answers
- [Alana Woodbury](#)
- Jan 20, 2024
- [animals](#)

8. 0
votes
status

Is there a way to view relationship from the Animal List page?

- 1 answer
- [Michelle Caylor](#)
- Dec 08, 2023
- [animals](#)

9. 0
votes
status

Can we increase the information exported to Adopt-A-Pet to include relationships?

- 1 answer
- [Michelle Caylor](#)
- Dec 08, 2023

- [animals](#)
- [exports](#)

10. 1
vote

How do I duplicate an application? When I try to duplicate the resulting form is "Incomplete," and data from original form does not transpose.

- 1 answer
- [Kirsten A Reed](#)
- Oct 25, 2021
- [animals](#)
- [forms](#)
- [animal](#)

Have a question about this topic?