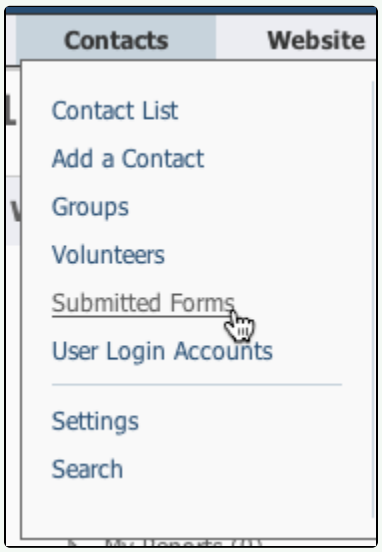
Using the submitted online forms feature

You can view, open, comment on, and change the status of the forms submitted to your organization. You can view the forms online, or you can create a PDF of a submitted form to print out or attach to an email.

Where do I find it?

You can find the **Submitted Forms** page by going to **Contacts > Submitted Forms.**



On this page:

- The Submitted Forms Data Table
- Viewing Submitted Forms from an Animal page
- Viewing Submitted Forms from a Contact
- Printing or emailing a submitted online form as a PDF
- PDF Contract from a submitted form

The following actions are available for **Submitted Online Forms** with the specified service and user roles:

The Site Admin can perform all of the actions listed below.

Action	Description	Services	User Roles
View	Able to view Submitted Online Forms.	Web Site	Online Form Admin Online Form User Online Form Reviewer
Edit	Able to change the answers on a Submitted Online Form.	Web Site	Online Form Admin
Update Status	Able to change the status of a Submitted Online Form.	Web Site	Online Form Admin Online Form Reviewer Online Form User
Contact Applicant	Able to contact the applicant through the Submitted Online Forms feature.	Web Site	Online Form Admin Online Form Reviewer Online Form User
Print a Completed Form (PDF)	Able to manage the Online Form settings	Web Site	Online Form Admin Online Form Reviewer Online Form User

Create Contract PDF	Able to create a contract PDF from a Submitted Online Form.	Web Site	Online Form Admin Online Form Reviewer Online Form User
Create an Online Form for a Contact	Able to create a Form for a Contact.	Web Site	Online Form Admin Online Form User Online Form Manager

The Submitted Forms Data Table

When you go to the **Submitted Forms page** for the first time, you will see the **default status view** with your currently pending/open applications in the data table. You can **change your view** to see other statuses, by selecting a view from the drop-down view list. You can also **create a custom view** to change the fields and field order and filter by status.

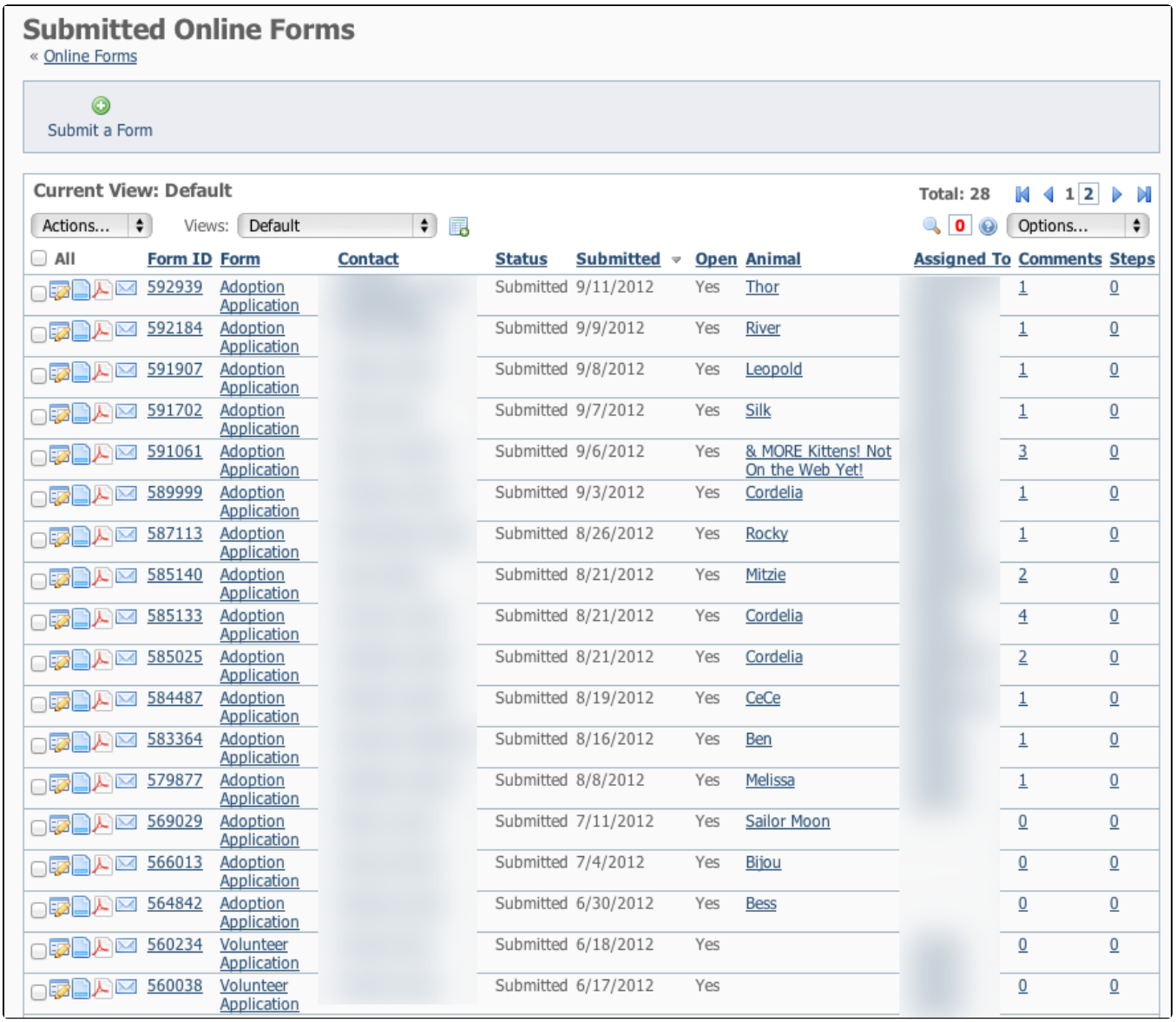
When viewing any data table, you can **sort** the form list by clicking a column name.



The icons for each form from the data table are:

		Description
Edit		Edit the submitted online form: • **Edit** animal • **Assign** form to another volunteer • Change application **status** • **Change the answers** on the submitted online form
View		View the submitted form with the answers provided by the user. • **Steps:** How many Steps are assigned to the form, how many have been completed, and what percentage of completed steps have passed (this appears only for forms with steps assigned) • **Comments:** Add comments to the form. Only volunteers with the appropriate permissions will see these comments.
PDF		• Open the submitted online form as a **printable pdf**.
Contact Applicant		• Send an email to the applicant.
Form ID	123 456	Clicking on the Form ID gives you access to everything on one screen. • Open as PDF • View/Add Comments • Contact Applicant • Submit a New form for this Contact • Edit Form Details • Edit Answers • View Answers

This is the Default View of the Submitted Online Forms data table.



Submitted Online Forms

« Online Forms

Submit a Form

Current View: Default Total: 28 1 2

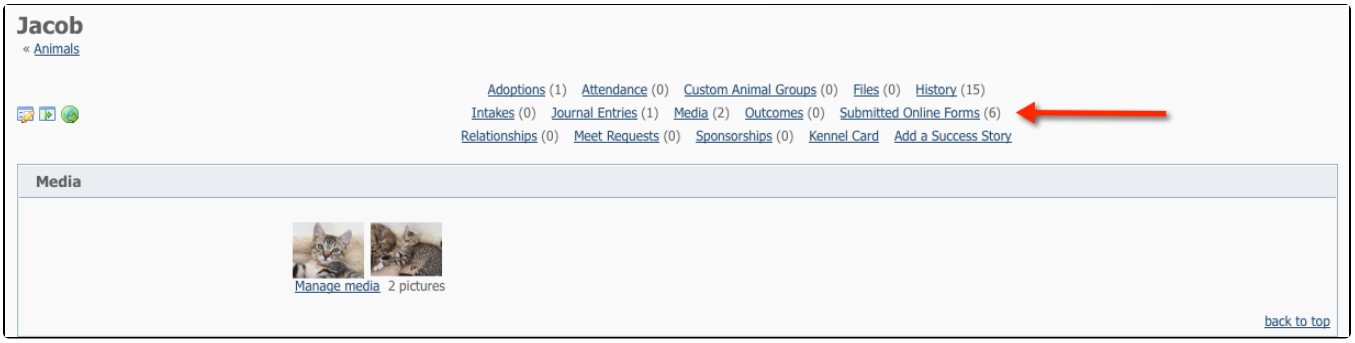
Actions... Views: Default 0 Options...

All	Form ID	Form	Contact	Status	Submitted	Open	Animal	Assigned To	Comments	Steps
	592939	Adoption Application		Submitted	9/11/2012	Yes	Thor		1	0
	592184	Adoption Application		Submitted	9/9/2012	Yes	River		1	0
	591907	Adoption Application		Submitted	9/8/2012	Yes	Leopold		1	0
	591702	Adoption Application		Submitted	9/7/2012	Yes	Silk		1	0
	591061	Adoption Application		Submitted	9/6/2012	Yes	& MORE Kittens! Not On the Web Yet!		3	0
	589999	Adoption Application		Submitted	9/3/2012	Yes	Cordelia		1	0
	587113	Adoption Application		Submitted	8/26/2012	Yes	Rocky		1	0
	585140	Adoption Application		Submitted	8/21/2012	Yes	Mitzie		2	0
	585133	Adoption Application		Submitted	8/21/2012	Yes	Cordelia		4	0
	585025	Adoption Application		Submitted	8/21/2012	Yes	Cordelia		2	0
	584487	Adoption Application		Submitted	8/19/2012	Yes	CeCe		1	0
	583364	Adoption Application		Submitted	8/16/2012	Yes	Ben		1	0
	579877	Adoption Application		Submitted	8/8/2012	Yes	Melissa		1	0
	569029	Adoption Application		Submitted	7/11/2012	Yes	Sailor Moon		0	0
	566013	Adoption Application		Submitted	7/4/2012	Yes	Bijou		0	0
	564842	Adoption Application		Submitted	6/30/2012	Yes	Bess		0	0
	560234	Volunteer Application		Submitted	6/18/2012	Yes			0	0
	560038	Volunteer Application		Submitted	6/17/2012	Yes			0	0

After viewing the form for the first time, you may want to change the status to **Under Review**, then **assign the form to another volunteer to follow up** on one or more of the steps (phone interview, vet check etc), then have that volunteer update the comments on the form, change the status and then assign the form to another volunteer for completion. 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.

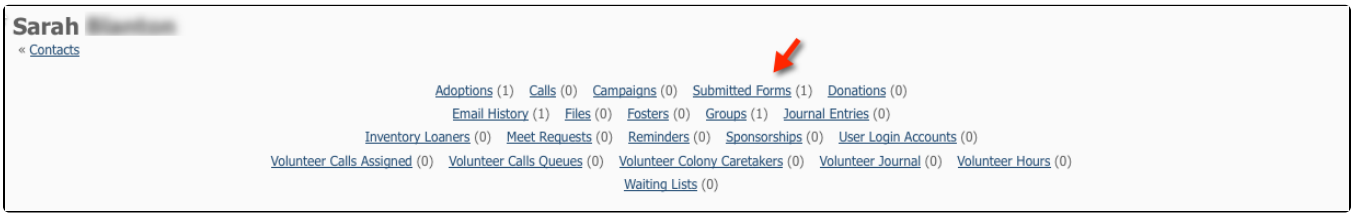
Viewing Submitted Forms from an Animal page

At the top of each animal page, you can see how many forms were submitted for that animal. Click the **Submitted Online Forms** link to view these forms.



Viewing Submitted Forms from a Contact

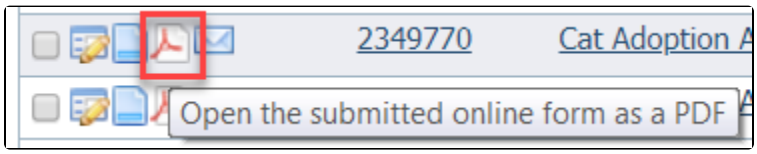
At the top of each contact page, you can see how many forms were submitted from that contact. Click the **Submitted Online Forms** link to view these forms.



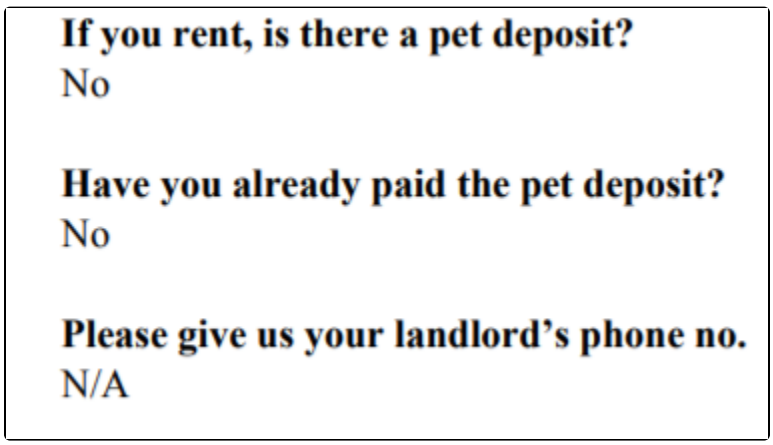
There are additional settings that allow you to determine which contacts are added to your contacts list automatically. Some organizations prefer to only add contacts that have been approved to adopt/foster/volunteer rather than everyone who fills out an application. You can adjust this under Contacts > Contacts Settings

Printing or emailing a submitted online form as a PDF

You can print a PDF of a submitted online form, or you can attach a PDF to an email. To print a PDF of a submitted form, go to the submitted forms data table, and scroll to the form you want to print. To the left of the form, click the PDF icon (see screenshot).



The submitted form opens as a PDF. The questions are in boldface with the answers below the questions in Roman typeface.



Your screen should offer you a download and print icon. To print, simply select the print icon and continue to select a printer and print.

To email the PDF, download the form, then open your email client and start a new email. Attach the downloaded file.

PDF Contract from a submitted form

PDF Contract: The PDF contract feature creates a PDF version of a submitted online form, automatically pulling pertinent information from the applicant's online form. The PDF contract is set up by RescueGroups.org support. For more information about creating PDF contract files online for your organization, fill out a support ticket. See the chapter **Getting support** for information about how to find support.

Popular Questions

Topics:

- animals
- forms
- animal

1. 0
   votes
   ### 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
2. 0
   votes
   ### How do I get my listings to automatically feed to Facebook?
   - **1** answer
   - Jennifer Myers
   - Mar 20, 2024
   - animals
   - website
   - exports
   - facebook
   - iframe
3. 0
   votes
   ### My Animal List is empty
   - **2** answers
   - Tammy Mullins
   - Feb 06, 2024
   - animals
4. 0
   votes
   ### 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?
Ask ques