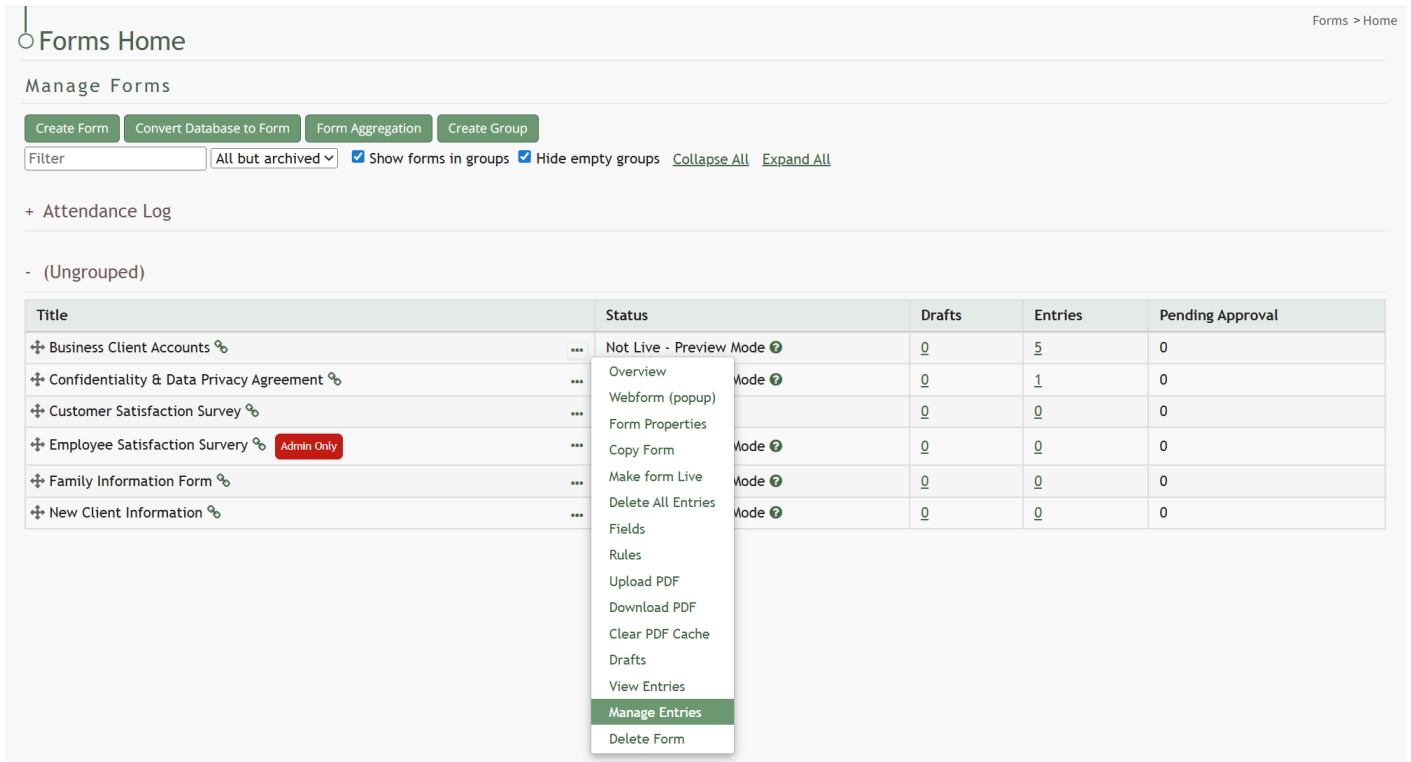


# Bulk Edit / Delete Form Entries

To bulk edit form entries, go to the Home Page of the Forms Module. Click the three-dot icon to the right of the specific form you wish to bulk edit, opening the Form's context menu. Select "Manage Entries".



The screenshot shows the 'Forms Home' page with a 'Manage Forms' section. Below the navigation buttons, there is a filter dropdown set to 'All but archived' and checkboxes for 'Show forms in groups' and 'Hide empty groups'. A table lists several forms, and a context menu is open for the 'Employee Satisfaction Survey' form, highlighting the 'Manage Entries' option.

Title	Status	Drafts	Entries	Pending Approval
Business Client Accounts	Not Live - Preview Mode	0	5	0
Confidentiality & Data Privacy Agreement	Overview	0	1	0
Customer Satisfaction Survey	Webform (popup)	0	0	0
Employee Satisfaction Survey <span>Admin Only</span>	Form Properties	0	0	0
Family Information Form	Copy Form	0	0	0
New Client Information	Make form Live	0	0	0
	Delete All Entries	0	0	0
	Fields			
	Rules			
	Upload PDF			
	Download PDF			
	Clear PDF Cache			
	Drafts			
	View Entries			
	Manage Entries			
	Delete Form			

This opens the Manage Entries for (FORM NAME) Page. Select the "Enable Bulk Edit Mode" checkbox.

## Entries for form 'Business Client Accounts' ⋮

Compact View

Enable Bulk Edit Mode

Entry ID	Submitter	Approval Status	Entry Date	Business Name	City	State	Employee Count	Annual Revenue	Account Manager
26 ...	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	Prairie Data Solutions	Lafayette	LA	61	\$10.2 million	Natalie Cruz
25 ...	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	RedRiver Fabrication Works	Shreveport	LA	76	\$13.8 million	Marcus Delaney
24 ...	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	Gulfstream Compliance Group	New Orleans	LA	28	\$5.1 million	Alicia Tran
23 ...	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	Northern Sands Logistics	New Orleans	LA	115	\$22.5 million	Alicia Tran
22 ...	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	Bayou Environmental Systems	Baton Rouge	LA	42	\$8.3 million	Jordan Matthews

A “DeleteLoading.gif Selected” button now appears. A checkbox also shows to the left of every Entry ID. Selecting checkboxes allows for the bulk deletion of entries.

Hovering the cursor over a specific field entry will show an edit icon. Click the edit icon and the form field will now open for edits. Click the disk icon for your changes to be saved by the system.

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