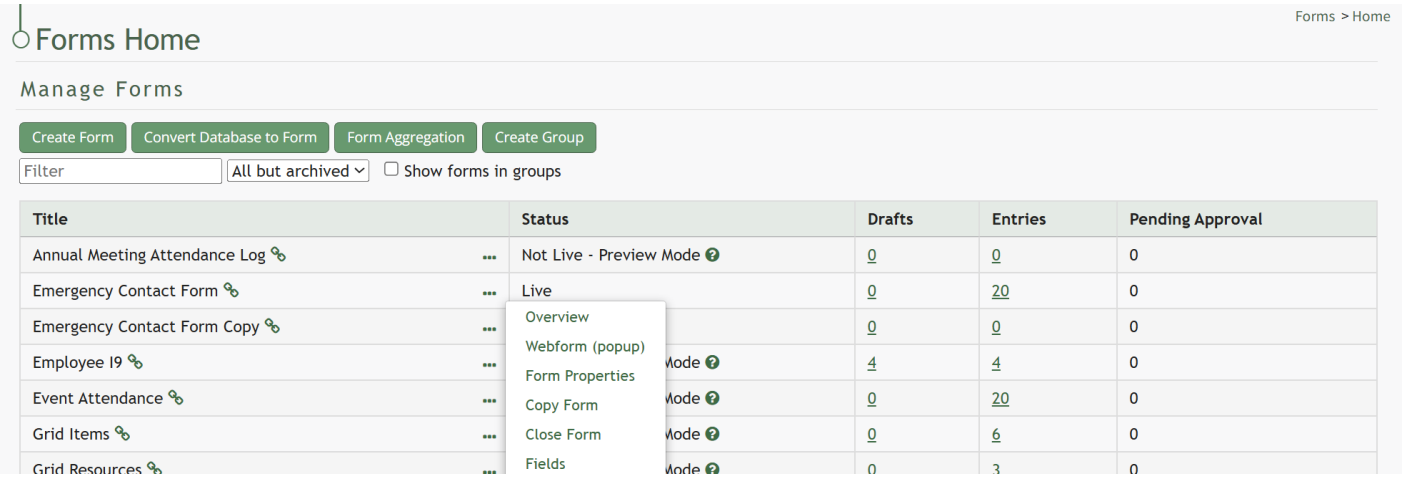
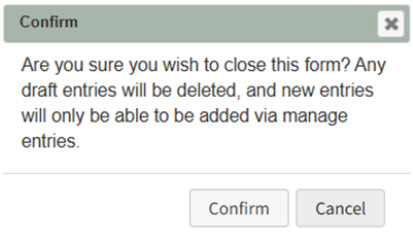
Close a Form

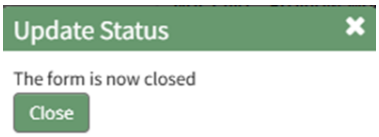
To close a live form, go to the Home Page of the Forms Module and click the three-dot icon to the right of the form that you wish to close. This opens the Form's context menu. Select "Close Form".



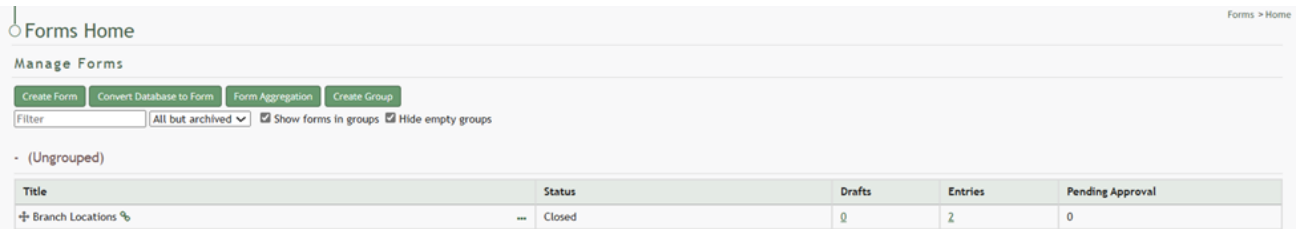
This opens the Close Form Confirmation Modal which states, "Are you sure you wish to close this form? Any draft entries will be deleted, and new entries will only be able to be added via manage entries."



Select "Confirm" and an Update Status Modal appears stating, "The form is now closed."



The status of the form will now show as closed in the Forms Table.



Revision #5
Created 2025-12-07 16:57:15 UTC by Mitzi Orkus
Updated 2026-10-22 20:07:39 UTC by Mitzi Orkus