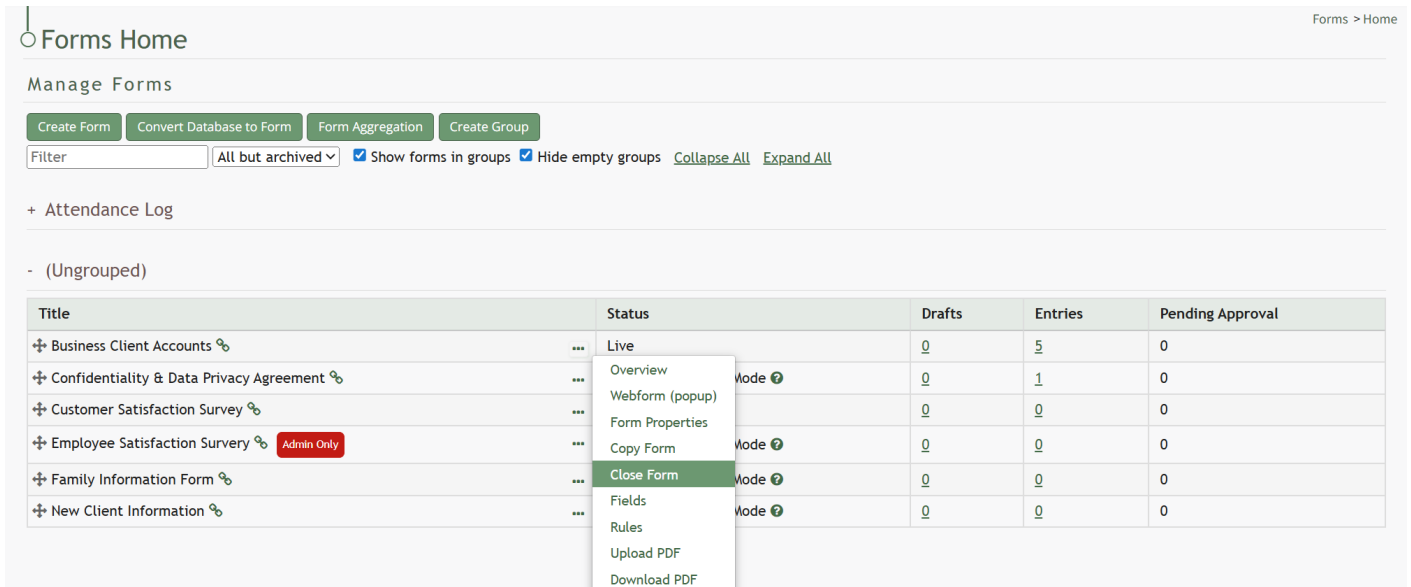


# Close a Form

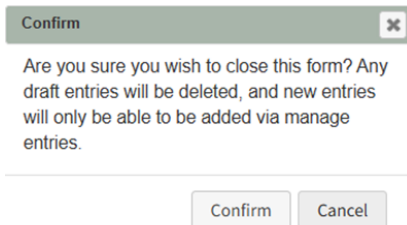
To close a live form, go to the Home Page of the Forms Module and click the three-dot icon to the right of the form that you wish to close. This opens the Form's context menu. Select "Close Form".



The screenshot shows the 'Forms Home' page with a table of forms. A context menu is open for the 'Employee Satisfaction Survey' form, with 'Close Form' highlighted. The table has columns for Title, Status, Drafts, Entries, and Pending Approval.

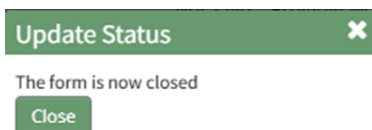
Title	Status	Drafts	Entries	Pending Approval
Business Client Accounts	Live	0	5	0
Confidentiality & Data Privacy Agreement	Mode ?	0	1	0
Customer Satisfaction Survey	Mode ?	0	0	0
Employee Satisfaction Survey <span>Admin Only</span>	Mode ?	0	0	0
Family Information Form	Mode ?	0	0	0
New Client Information	Mode ?	0	0	0

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."



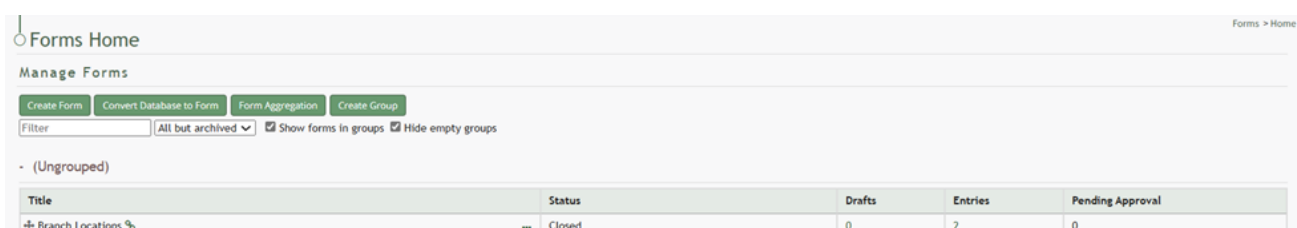
The 'Confirm' modal contains the text: "Are you sure you wish to close this form? Any draft entries will be deleted, and new entries will only be able to be added via manage entries." Below the text are 'Confirm' and 'Cancel' buttons.

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



The 'Update Status' modal contains the text: "The form is now closed" and a 'Close' button.

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



The screenshot shows the 'Forms Home' page with the 'Branch Locations' form now listed with a status of 'Closed'. The table has columns for Title, Status, Drafts, Entries, and Pending Approval.

Title	Status	Drafts	Entries	Pending Approval
Branch Locations	Closed	0	2	0

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Revision #4

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