

Delete a Form Entry

To delete a form entry, 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 delete an entry in. This opens the Form’s context menu. Select “Manage Entries” from the context menu opening the Entries for (FORM NAME) Page.

Forms Home

Forms > Home

Manage Forms

Create Form

Convert Database to Form

Form Aggregation

Create Group

Filter

All but archived

Show forms in groups

Hide empty groups

Collapse All

Expand All

+ Attendance Log

- (Ungrouped)

Title	Status	Drafts	Entries	Pending Approval
+ Business Client Accounts	Live	0	5	0
+ Confidentiality & Data Privacy Agreement	Overview	0	1	0
+ Customer Satisfaction Survey	Webform (popup)	0	0	0
+ Employee Satisfaction Survey	Form Properties	0	0	0
+ Family Information Form	Copy Form	0	0	0
+ New Client Information	Close Form	0	0	0
	Fields	0	0	0
	Rules			
	Upload PDF			
	Download PDF			
	Clear PDF Cache			
	Drafts			
	View Entries			
	Manage Entries			
	Delete Form			

To the right of every Entry ID is a three-dot icon. Click the three-dot icon to the right of the entry you wish to delete opening the Forms Entry context menu. Select “Delete Entry”.

Dashboard

Calendar

Accounts

People

Courses

Assets

Documents

Forms

Home

Groups

Settings

Grid

Attendance

Kanban

Entries for form 'Business Client Accounts'

Forms > Entries For Business Client Accounts

Add Entry

Import Entries

Export Entries

View Entries

Filter

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
	Mitzi Orkus	Approval not required	Thu Oct 30 2025 at 3:00 PM	RedRiver Fabrication Works	Shreveport	LA	76	\$13.8 million	Marcus Delaney
	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
	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 Enironmental Systems	Baton Rouge	LA	42	\$8.3 million	Jordan Matthews

This opens the Delete Form Entry Confirmation Modal that states, “Are you sure you want to delete this Form Entry?”

Delete Form Entry #14 ✕

Are you sure you want to delete this Form Entry?

Delete Cancel

Select “Delete” to confirm deletion of the form entry. A confirmation modal stating, “This form entry has been deleted,” appears.

THIS FORM ENTRY HAS BEEN DELETED ✕

The form entry no longer shows on the Manage Entries Page.

Revision #4

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