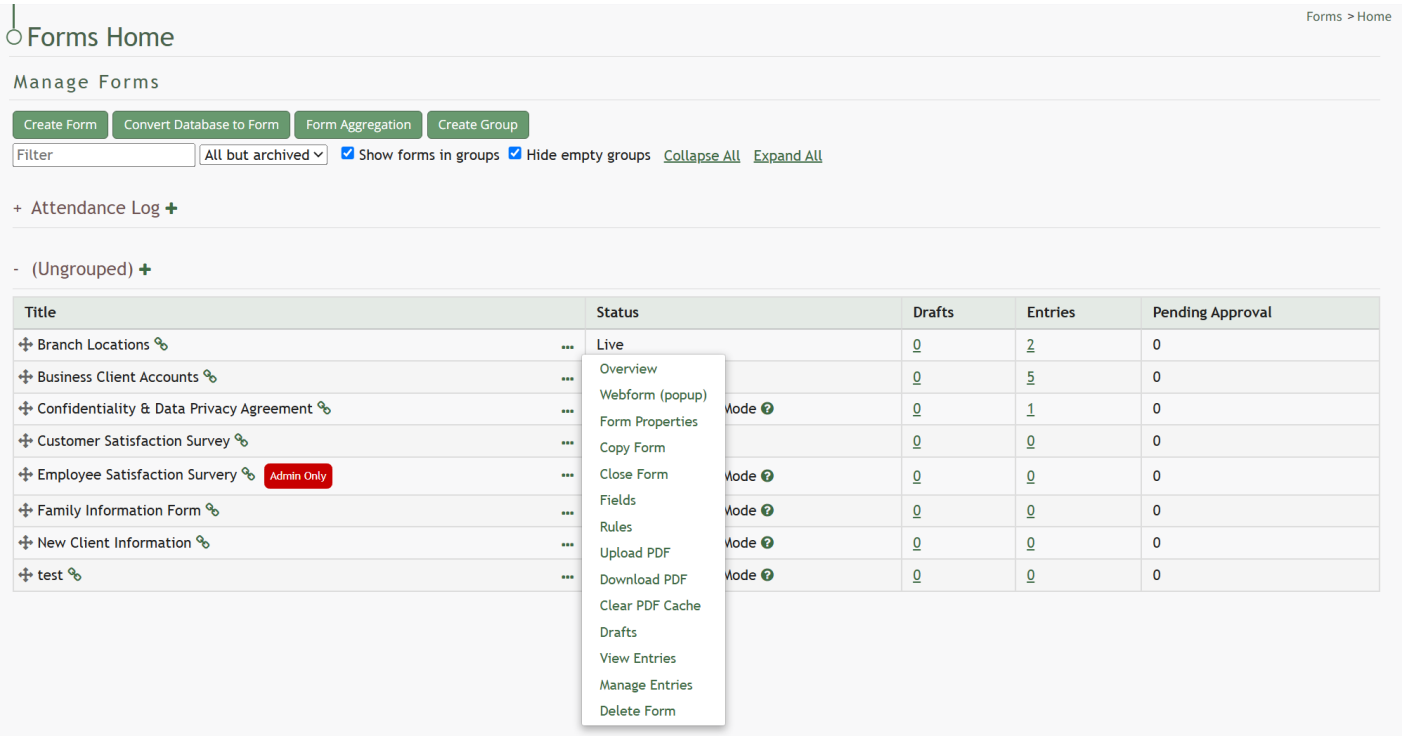
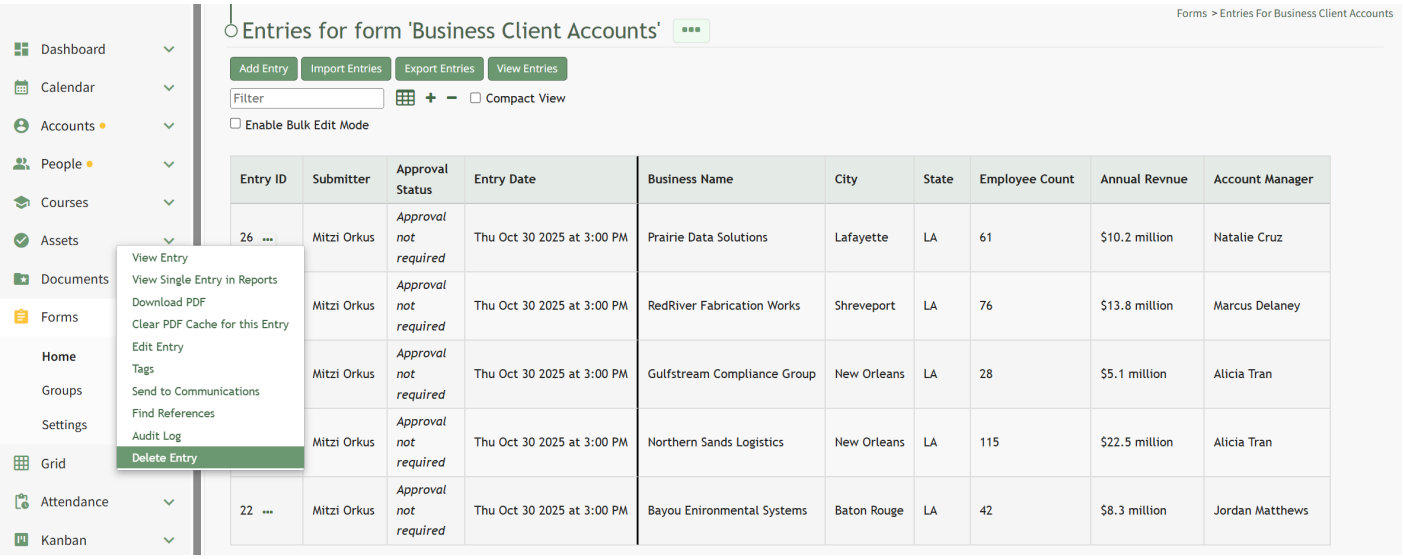
Delete a Form Entry

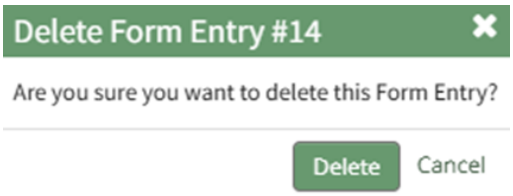
To delete a form entry, go to the Home Page of the Forms Module and click the three-dot icon to the right of the form that you wish to delete an entry in. This opens the Form's context menu. Select "Manage Entries" from the context menu opening the Entries for (FORM NAME) Page.



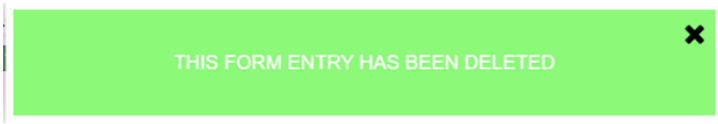
To the right of every Entry ID is a three-dot icon. Click the three-dot icon to the right of the entry you wish to delete opening the Forms Entry context menu. Select "Delete Entry".



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



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



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

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