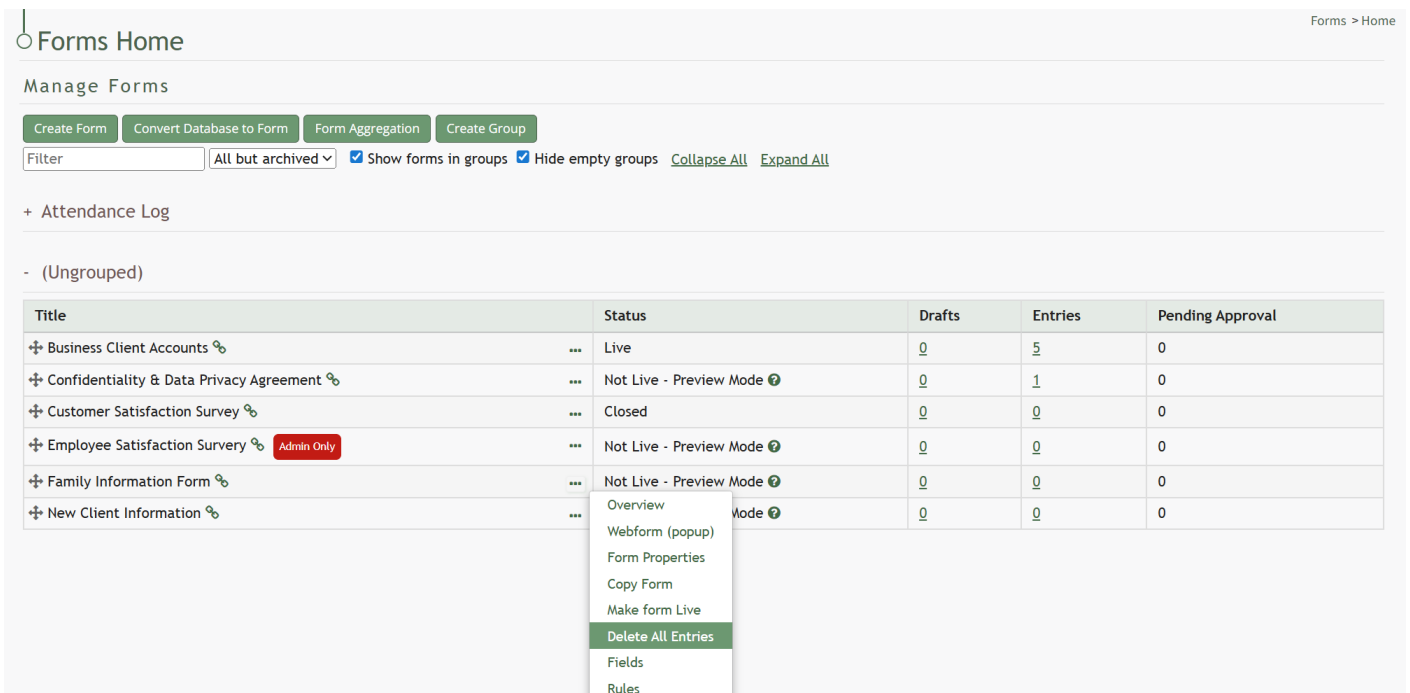


# Delete all Testing Entries

To delete all entries made while a form is in Preview Mode, go to the Home Page of the Forms Module and select the three dot icon to the right of the form title you wish to delete entries in.

A form must be in preview mode to bulk delete existing entries.



The screenshot shows the 'Forms Home' page with a 'Manage Forms' section. A table lists several forms, including 'Family Information Form' which is in 'Not Live - Preview Mode'. A context menu is open for this form, with 'Delete All Entries' highlighted.

Title	Status	Drafts	Entries	Pending Approval
Business Client Accounts	Live	0	5	0
Confidentiality & Data Privacy Agreement	Not Live - Preview Mode	0	1	0
Customer Satisfaction Survey	Closed	0	0	0
Employee Satisfaction Survey	Not Live - Preview Mode	0	0	0
Family Information Form	Not Live - Preview Mode	0	0	0
New Client Information	Not Live - Preview Mode	0	0	0

- Overview
- Webform (popup)
- Form Properties
- Copy Form
- Make form Live
- Delete All Entries**
- Fields
- Rules

Select "Delete All Entries" from the context menu opening the Deletion Confirmation Modal.

## trainingground.kastrack.com says

Are you sure you wish to delete all entries from form 'Family Information Form'? Any sequential number fields will be reset. Entries linked to objects from other modules will also be deleted. This cannot be undone.

OK

Cancel

The modal states, "Are you sure you wish to delete all entries from form (FORM NAME)? Any sequential number fields will be reset. Entries linked to object from other modules will also be deleted. This cannot be undone."

Click the "OK" button and the Delete All Entries Modal stating "All entries have been deleted" appears.

Delete All Entries



All entries have been deleted

Close

Click the “Close” button and return to the Forms Module Home Page.

Title	Status	Drafts	Entries	Pending Approval
⚡ Confidentiality & Data Privacy Agreement 📄	... Not Live - Preview Mode 📄	0	0	0

The Forms Table will now show that there are 0 entries associated with the Form.

Revision #4

Created 2025-12-07 17:00:12 UTC by Mitzi Orkus

Updated 2026-06-08 14:51:49 UTC by Mitzi Orkus