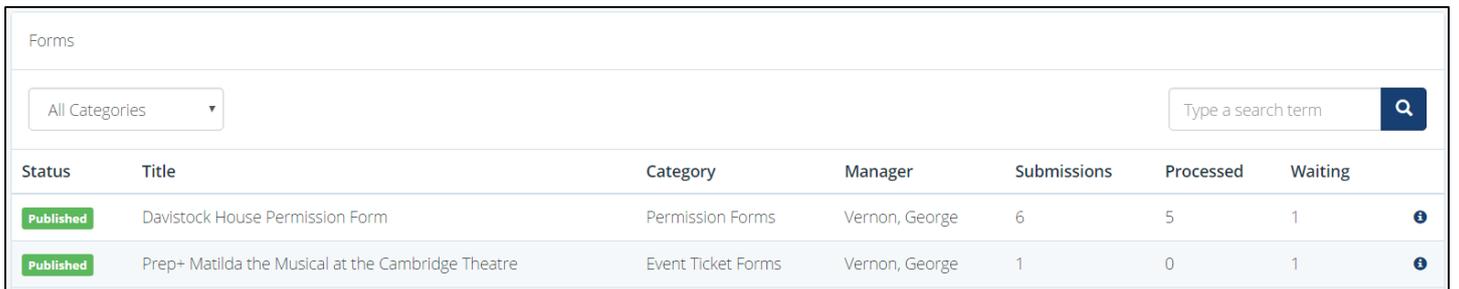


How to add notes to General Form submissions

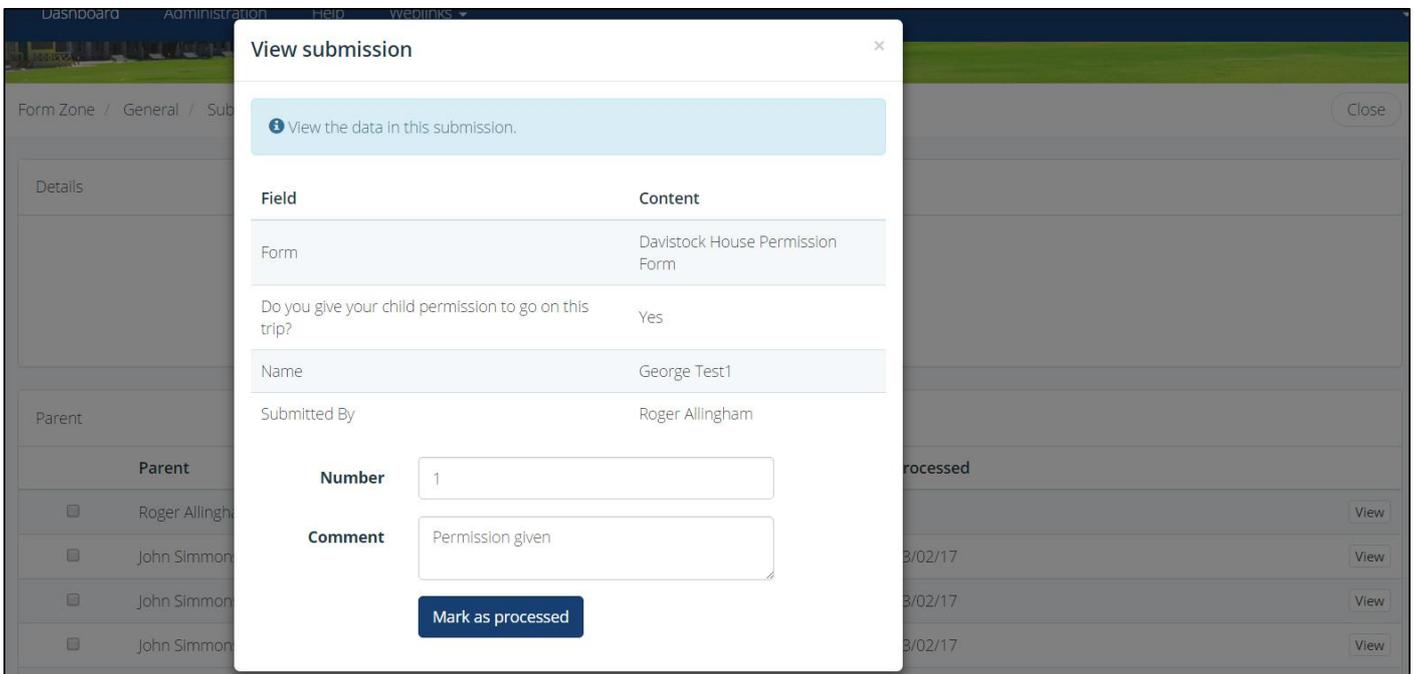
Once a user has submitted a form response, administrators can view their reply, and add notes against it – adding a number, a comment and marking it as processed. These notes are included in the export, and can also be viewed against the submission in the Form Zone when required.

1. Ensure you are logged into the Staff Message Zone.
2. Click 'General' in the Form Zone, and click 'Submissions' in the left-hand menu.
3. Locate the correct form, and click the view icon.



Status	Title	Category	Manager	Submissions	Processed	Waiting	
Published	Davistock House Permission Form	Permission Forms	Vernon, George	6	5	1	i
Published	Prep+ Matilda the Musical at the Cambridge Theatre	Event Ticket Forms	Vernon, George	1	0	1	i

4. A list of form submissions will display, click the 'View' button for each submission to load a modal window containing the users response.



View submission ✕

[View the data in this submission.](#)

Field	Content
Form	Davistock House Permission Form
Do you give your child permission to go on this trip?	Yes
Name	George Test1
Submitted By	Roger Allingham

Number

Comment

[Mark as processed](#)

5. Enter a number, a comment and click 'Mark as processed' as required. Once saved, the date the submission was updated will display in the 'Processed' column.

Any notes made against form submissions are included in the form export. The form can be exported via the Library page.