

Removing a Form Assignment

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You can easily remove form assignments from the Form Dashboard.

1. Starting on the main dashboard page, select the assignment(s) you want to remove by checking the box at the beginning of the row.

The screenshot shows the 'Forms Dashboard' interface. At the top, there are navigation links for 'Dashboard', 'Management', and 'Settings'. Below the navigation is a 'Send Forms' button. The main area contains a search bar for recipients and dropdown menus for status and appointment. A table lists three form assignments:

Recipient	Form Name	Status	Next Appointment	Action
<input type="checkbox"/> Sample Patient Email: samplen@updox.com	Form Group 3 Send Date: 4/07/2025 at 1:57 p.m.	<input type="checkbox"/> Sent		Send Reminder
<input type="checkbox"/> Sample Dude Email: sample@sample.com	Form Group 2 Send Date: 4/07/2025 at 1:57 p.m.	<input type="checkbox"/> Sent		Send Reminder
<input type="checkbox"/> Test Patient Email: email@updox.com	Form Group 2 Send Date: 4/07/2025 at 1:57 p.m.	<input type="checkbox"/> Sent		Send Reminder

1 - 3 of 3 items

2. After selecting the assignments, you will have the option to remove them in the toolbar.

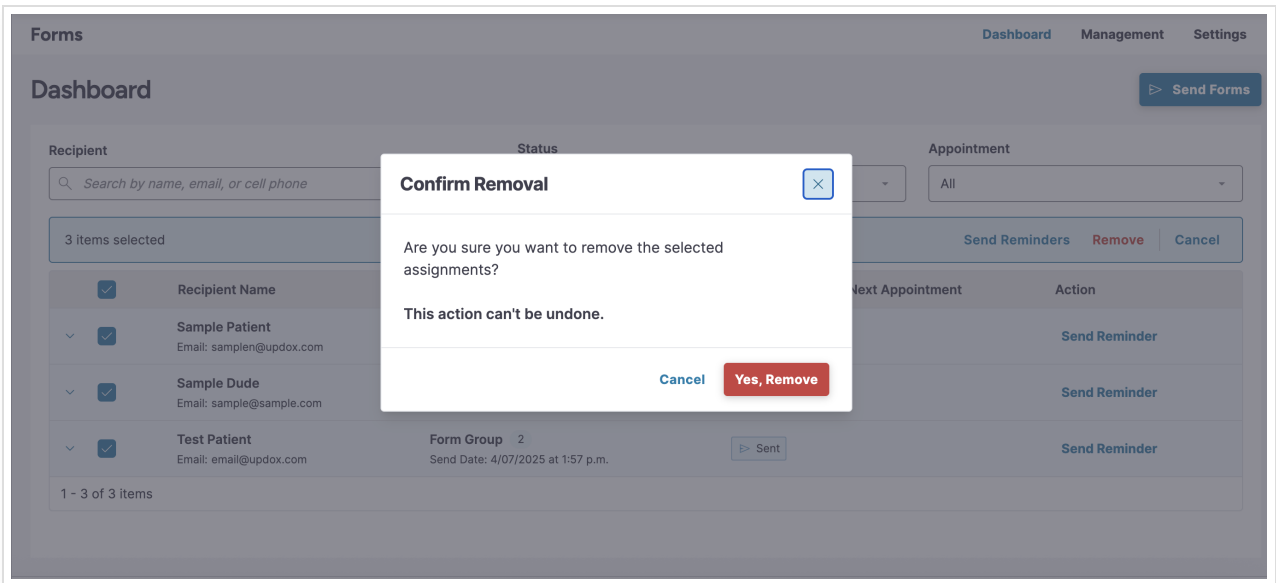
The screenshot shows the 'Forms Dashboard' interface with three form assignments selected. The 'Send Forms' button is still present. A toolbar at the top of the table area shows '3 items selected', 'Send Reminders', 'Remove' (highlighted with a red box), and 'Cancel'. The table data is the same as in the previous screenshot:

Recipient	Form Name	Status	Next Appointment	Action
<input checked="" type="checkbox"/> Sample Patient Email: samplen@updox.com	Form Group 3 Send Date: 4/07/2025 at 1:57 p.m.	<input checked="" type="checkbox"/> Sent		Send Reminder
<input checked="" type="checkbox"/> Sample Dude Email: sample@sample.com	Form Group 2 Send Date: 4/07/2025 at 1:57 p.m.	<input checked="" type="checkbox"/> Sent		Send Reminder
<input checked="" type="checkbox"/> Test Patient Email: email@updox.com	Form Group 2 Send Date: 4/07/2025 at 1:57 p.m.	<input checked="" type="checkbox"/> Sent		Send Reminder

1 - 3 of 3 items

3. Next, confirm the removal of the assignments. This action cannot be undone.

Keep in mind that this action does not cancel the form assignment, it only removes them from the dashboard. The forms can still be submitted.



4. You will see a success message confirming the removal of the assignment(s).

