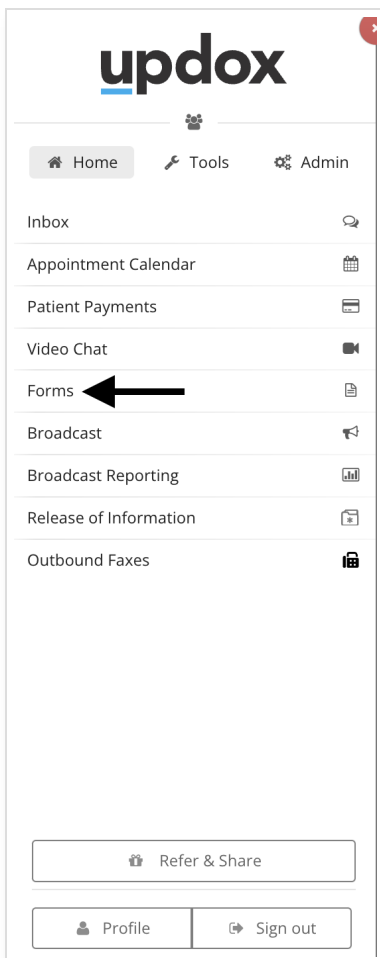


Automatically Removing Assignments from the Forms Dashboard Setting

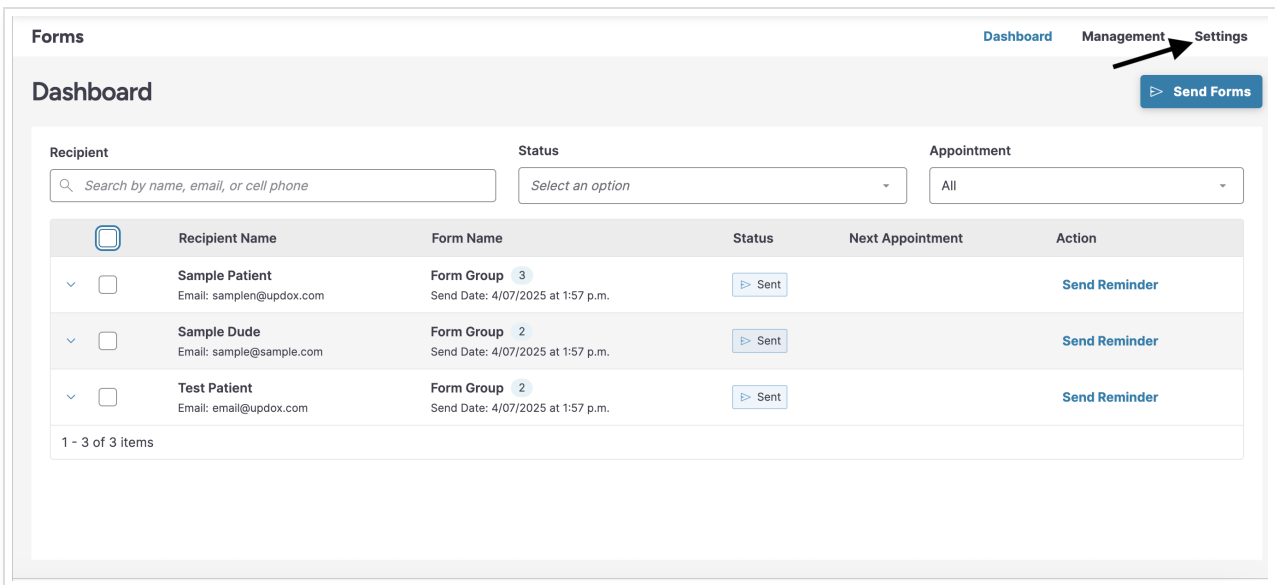
Last Modified on 04/23/2025 12:20 pm EDT

Form assignments sent out through the Form Dashboard are automatically removed from the dashboard after 30 days. However, if your dashboard gets busy and you want the assignments to come off the dashboard sooner, you can make that adjustment in the Form Dashboard Settings.

1. Go to **Menu > Forms**.

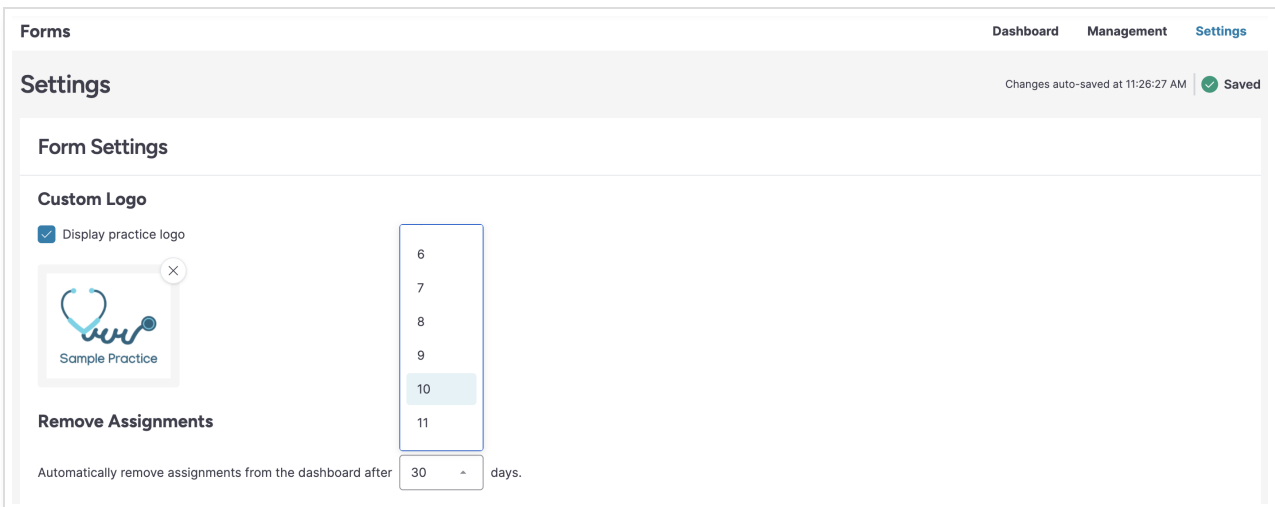


2. On the main dashboard page, select **Settings**.



3. Under **Remove Assignments**, select the number of days (1-30) you would like the assignments to automatically drop off the dashboard. The changes will auto-save.

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



4. The form assignments will now be automatically removed from the dashboard after the designated selection. In the example below, they will be removed after 20 days.

If you make an adjustment to the number of days, for example from 20 days to 25 days, the dashboard will adjust to show the form assignments within the range.

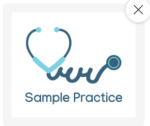
Settings

Changes auto-saved at 11:27:00 AM ✓ Saved

Form Settings

Custom Logo

Display practice logo



Remove Assignments

Automatically remove assignments from the dashboard after days.