Form Assignments: Submitting Forms Indvidually
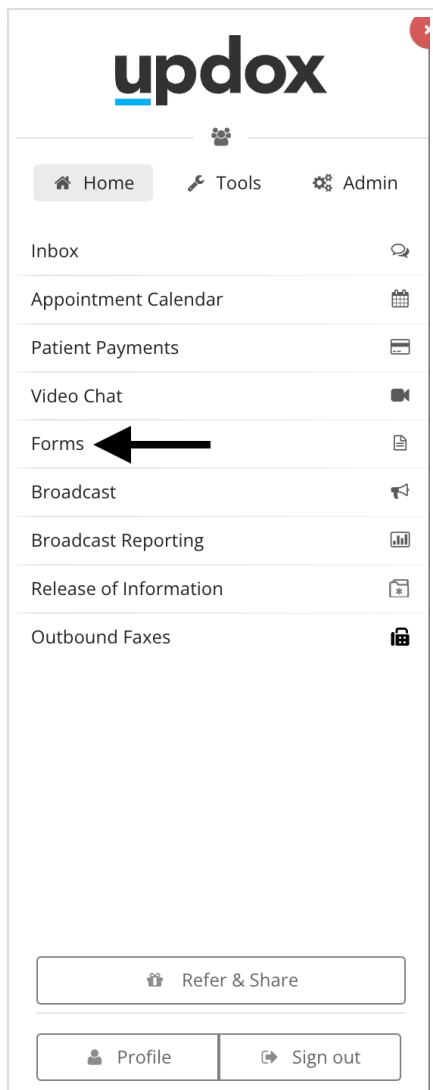
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When you send multiple forms to a patient, by default, they are all submitted back to the Inbox when the last form is completed. However, there is now a setting in Forms Dashboard to have forms in assignments submitted to the Inbox as they are completed.

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

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

3. Check the box to allow individual forms in an assignment to be submitted upon completion instead of with the final form in the assignment.

4. When this setting is enabled forms will submit to the inbox as the forms are completed. For example, if you send a form assignment with 3 forms, when the first form is completed, it will be sent back to your inbox. The second form gets to the inbox when it is completed, and the third when it is finished, etc.

When this setting is first activated, any already completed forms will be submitted with the next form in the assignment.

If the setting is deactivated, any non-submitted forms will be submitted with the last form in the assignment.