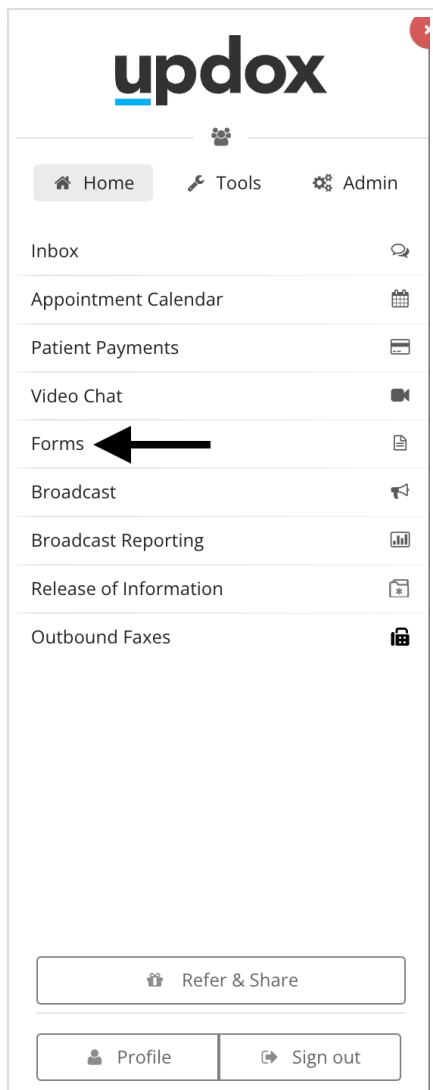


Form Assignments: Submitting Forms Individually

Last Modified on 05/07/2025 9:12 am EDT

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**.

Forms Dashboard Management Settings

Dashboard Send Forms

Recipient Status Appointment

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

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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.

Forms Dashboard Management Settings

Form Settings

Custom Logo

☒ Display practice logo



Remove Assignments

Automatically remove assignments from the dashboard after days.

Individual Form Submission in Assignments

☒ Allow individual forms in an assignment to be submitted upon completion instead of submitting 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.

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<input type="checkbox"/>	> form	Wed 05/07/25 9:10 AM	Sample Form 3	Sample Patient (1987-03-05)
<input type="checkbox"/>	> form	Wed 05/07/25 9:09 AM	Sample Form 2	Sample Patient (1987-03-05)
<input type="checkbox"/>	> form	Wed 05/07/25 9:08 AM	Sample Form 1	Sample Patient (1987-03-05)

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.
