

Review form submissions

Filter submissions, open a record and review its status, version and documents.

6 min · Review with the View forms permission; changes require Manage forms · 2026-09-21

Before you begin

- ✓ Open the correct form and check the scope.
- ✓ Handle confidential sheets and scans according to assigned access.

1

STEP 1 OF 3 · 2 MIN

Open the form

From Forms, open the correct form. The outstanding count includes submissions waiting for paper, while other submissions remain available for review.

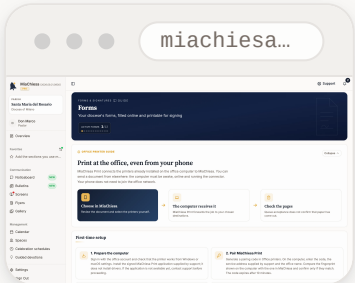


Fig. 1 Choose the form before reviewing submission data and documents.

2

STEP 2 OF 3 · 2 MIN

Filter submissions

Open Submissions. Search by name or use Submitted, Paper missing, Paper received and Cancelled filters. Export and print use the rows in the current filter.

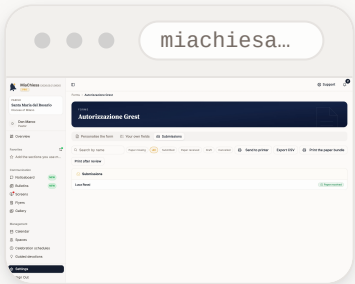


Fig. 2 The list separates submission status, date and subject.

3

STEP 3 OF 3 · 2 MIN

Open the details

Open a row to review template and privacy-notice versions, answers, consents, signatures and documents. Opening it does not change its status.

Luca Rossi's demo submission is already marked Paper received. The command to record paper appears only for a waiting submission and, with management permission, opens a separate confirmation.

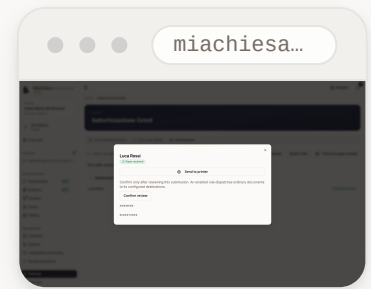


Fig. 3 The details were opened for review; no status or document was changed.

What you have achieved

- ✓ You can review a submission without changing its status.

Troubleshooting

I cannot see the command to record paper



It appears only for waiting submissions and requires management access.