

Archive Forms

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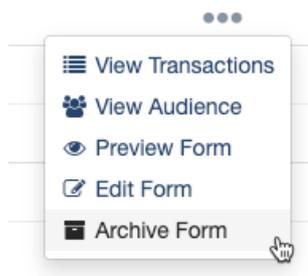
Activities can have multiple forms. If you have an extra online form that you wish to remove from an activity, you can archive it. When we say archive, it will actually delete the form itself, but maintain any data collected on that form, so you can still retrieve reports based on that form.

Warning: Once archived, you can no longer access the form itself. While you still have the data collected from the form in your reports, the actual form has been removed. If you want to use the form in a different activity, you must [copy the form as described here](#), or [copy the elements you want from the form as described here](#) *before* you archive the form.

Archive Form from Campaign

If you are in your Campaign screen, search for the form name on the left that you want to archive.

- Click on the Action menu on the right for that form.
- Click Archive Form.



- You will get a warning message. **Verify** that you have selected the correct form to archive and then click **OK**.

app.mobilecause.com says

Are you sure you want to archive Survey?

Cancel

OK

- You should get a message of the successful archive.

Survey archived successfully!

Archive Form from Activity

If you are in the Activity, Click on **Online Forms** in the left categories. Then at the top, find the form you wish to archive, then click on the **Action menu** on the right for that form.

- Click Archive Form.

Online Forms

+ Create New Form

Form Name	Form Type	Public Link	Actions
Donation editing	Text to Donate	igfn.us/form/ViTe1Q	⋮
Survey	Survey	igfn.us/form/Bt8Nsg	⋮

Donation Text to Donate (default)

[Manage Sections](#) Desktop Mobile

- Edit Form
- Get QR Code
- Copy Form
- Archive Form

- You will get a warning message. **Verify** that you have selected the correct form to archive and then click **Okay**.

app.mobilecause.com says

Are you sure you want to archive Survey?

Cancel

OK

- You should get a message of the successful archive.

Survey archived successfully!

You can't archive the **default** form. You will get an error like this:

Cannot archive default form

To learn how to switch your default form, [click here](#).

You cannot archive a form if it is the only form in an activity.

Warning: If you have archived a form, understand that you cannot get the design of it back. The data collected from the form is still available in your reports, but the form is gone. If you find yourself needing that form back, there is a chance the GiveSmart Fundraise engineers can retrieve it, but be aware this is not a quickly resolved nor guaranteed retrieval option.