

Archive Forms

Archive forms is a way to help people **hide accidental form submissions**. It allows you to clean up your case data: for example, by reopening cases that were accidentally closed, or by removing forms that were accidentally submitted against a case. Archiving a form will remove the data collected in the erroneous form from your case data and reports. The archived forms will still be displayed in Daily Saved exports, but not other exports.

There are a few important notes about how archived forms affect cases:

- The changes will not appear on phones until the phones sync with the server. In some circumstances you may have clear data and resync the user.
- If the form closed the case, it will cause the case to be reopened.
- If the form was the only form submitted to the case (i.e. it registered/opened a new case), it will cause the case to be deleted
- If the form created or updated multiple cases, the main case and all subcases will be affected
- The metadata "date last modified" will **not** be affected

There are two ways to archive forms:

- One form at a time
- Bulk archive

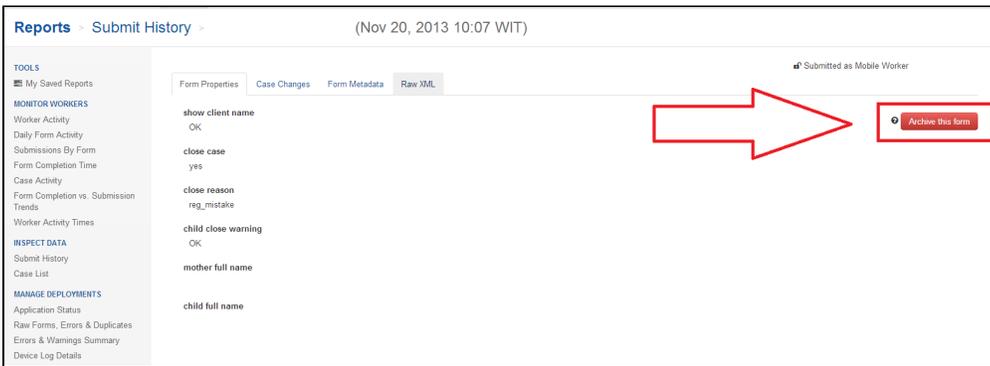
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Archive a Single Form

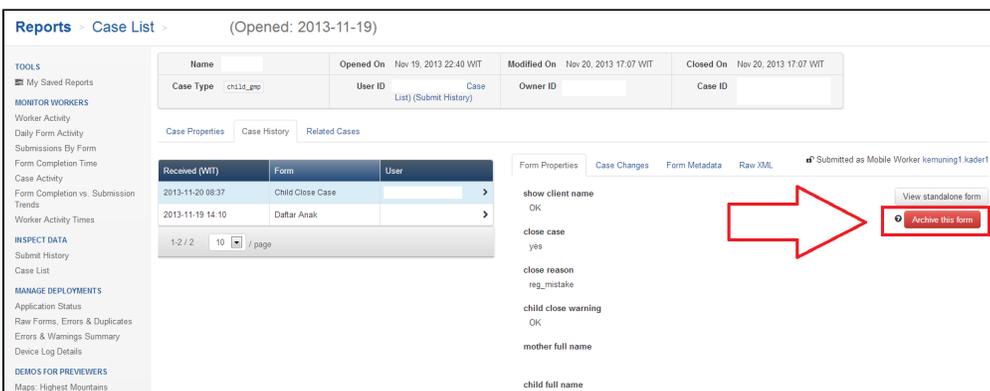
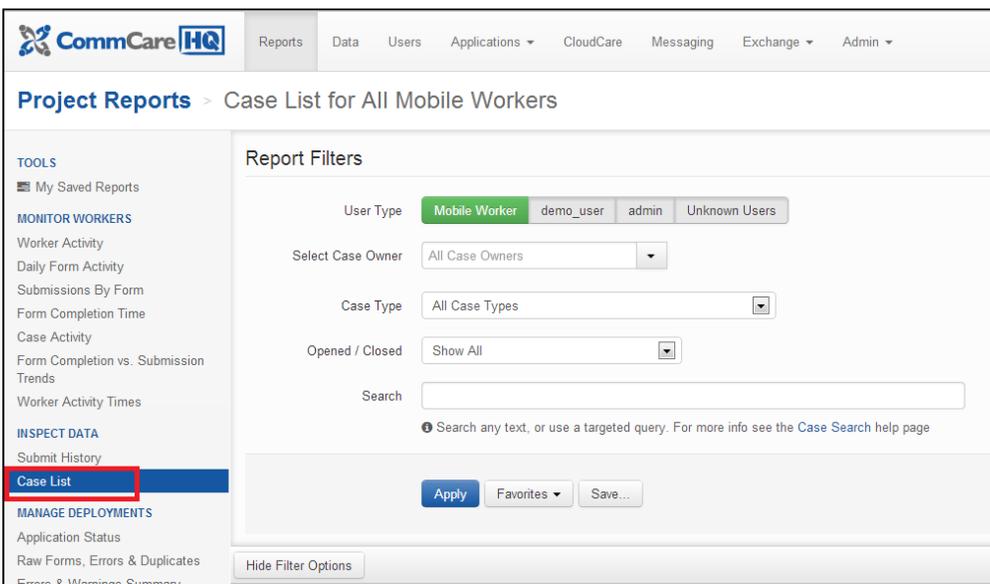
How to Archive a Form

In order to use this feature you have to first find the problematic form. Click "View Form" for the form you'd like to archive. When viewing the form, click the "Archive this Form" button. This will cause the form to disappear, and will reverse any changes that the form caused in the case history.

The screenshot shows the CommCare HQ interface. At the top, there is a navigation bar with the CommCare HQ logo and several menu items: Reports, Data, Users, Applications, CloudCare, Messaging, Exchange, and Admin. Below the navigation bar, the breadcrumb trail reads "Project Reports > My Saved Reports". On the left side, there is a sidebar menu with the following sections: TOOLS (with "My Saved Reports" selected), MONITOR WORKERS (with items like Worker Activity, Daily Form Activity, Submissions By Form, Form Completion Time, Case Activity, Form Completion vs. Submission Trends, and Worker Activity Times), and INSPECT DATA (with "Submit History" highlighted by a red box and "Case List" below it). The main content area has two tabs: "My Saved Reports" (active) and "My Scheduled Reports". A yellow message box in the main content area contains the text: "You don't have any saved reports. You can store your favorite filters in a saved report and then easily navigate to the basis. To create a new saved report, navigate to a report, select the filters you want to save, and click 'Save'."



You can also archive forms from the Case List by clicking on Case History, locating the form you'd like to archive and clicking Archive Form.



Another option to find your form is to look for the formid in commcarehq. To do so:

1. make a form export and find the form ID of the form you want to archive
2. paste this in your URL www.commcarehq.org/search/?q= formid (change the formid with the ID of your form)
3. this will redirect you automatically to the page where you can archive the form

How to Restore a Single Form

You can undo this operation at any time. Go to the "Raw Forms, Errors & Duplicates" report, filter by "Archived Forms". Click the "Restore this Form" button to unarchive the form and restore the changes this form made to the case.

Archive Multiple Forms (Manage Forms)

i This feature requires a CommCare Software Plan

This feature (Manage Forms) is only available to CommCare users with a **Pro Plan** or higher. For more details, see the [CommCare Software Plan page](#).

This feature allows you to archive multiple forms at once. This is useful if you had a training session with lots of form submissions, or a worker that erroneously submitted a batch of forms.

How to Archive Multiple Forms

Navigate to the Data section of your project space, and then choose **Manage Forms** on the left panel. The report filter will allow you to select a subset of forms by choosing workers, groups, a specific form, and date of submission/completion.

If you want to archive forms make sure to leave the archived/restored filter as "Normal Forms."

Report Filters

Groups or Users

Filter Forms Application

Filter Dates By **Completion** time is when the form is completed on the phone. **Submission** time is when CommCare HQ receives the form.

Date Range This report's timezone is UTC.

Archived/Restored

After clicking Apply you will have a list of forms:

Select all 25 forms
(2 forms selected)

Manage Forms

Select	View Form	Username	Completion Time	Form
<input checked="" type="checkbox"/>	View Form	jeremy	Jun 04, 2015 10:57:25 UTC	UAAC Test > Bedtime > Enter Kid
<input checked="" type="checkbox"/>	View Form	jeremy	Jun 04, 2015 10:56:05 UTC	UAAC Test > Bedtime > Enter Sandman
<input type="checkbox"/>	View Form	jeremy	Jun 04, 2015 10:55:49 UTC	UAAC Test > Bedtime > Enter Kid
<input type="checkbox"/>	View Form	test	Feb 27, 2015 12:45:43 UTC	Maternal Health > 1. Registration > 1. Pregnancy Registration

You can choose a specific subset of forms or use the "Select all" option. Just click on Archive selected forms in order to archive the forms; you will see a progress bar which will show you the status of the archive process.

How to Restore Multiple Forms

You can use the same report to restore forms; make sure to choose Archived Forms in the filter under the Archived/Restored option.