

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 web interface. At the top, there is a navigation bar with 'Dashboard', 'Reports', 'Data', 'Users', 'Applications', 'Web Apps', 'Messaging', and 'Admin'. Below this, the breadcrumb 'Project Reports > Submit History' is visible. On the left side, there is a sidebar menu with sections: 'TOOLS' (My Saved Reports, Configurable Reports), 'REPORT BUILDER' (Create New Report), 'REPORTS' (Dev-reportsave-test, Test, Testing permissions, Village Health: Pregnancy), 'MONITOR WORKERS' (Worker Activity, Daily Form Activity, Submissions By Form, Form Completion Time, Case Activity, Form Completion vs. Submission Trends, Worker Activity Times, Project Performance), and 'INSPECT DATA' (Submit History, Case List). The 'Submit History' item is highlighted with a red border. The main content area is titled 'Report Filters' and contains several filter sections: 'User(s)' with a search box containing '[Active Mobile Workers]' and '[Deactivated Mobile Workers]'; 'Filter Forms' with a dropdown menu set to 'Application' and a sub-menu 'Show all Forms of this Application Type...'; 'Filter Dates By' with a dropdown set to 'Completion Time' and a tooltip explaining completion vs. submission time; and 'Date Range' with a date range of '2020-05-18 to 2020-05-19' and a note about the timezone. At the bottom of the filter section are 'Apply', 'Favorites', and 'Save...' buttons. Below the filters is a 'Hide Filter Options' button and a message: 'Please apply filters to view: Submit History'.

Submitted by Web User surbhi.sharma@testingxperts.com on behalf of Mobile Worker tx
View app

Form Properties Case Changes Form Metadata Raw XML

Clean Form Submission Archive this form ?

Labels Question IDs

Question	Response
Name	TX
Age	23
DOB	1995-07-22

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.

Project Reports > Case List

Report Filters

Case Owner(s) [Project Data]

See Filter Definitions.
Advanced Search: Put your location name in quotes to show only exact matches. To more easily find a location, you may specify multiple levels by separating with a "|". For example, "Massachusetts/Suffolk/Boston"

Case Type All Case Types

Open / Closed Show All

Search

Search any text, or use a targeted query. For more info see the Case Search help page

Apply Favorites Save...

Hide Filter Options

Please apply filters to view: Case List

Why can't I see any data?
Please choose your filters above and click Apply to see report data.

The screenshot shows the CommCare interface for a case. On the left is a navigation menu with sections like 'REPORT BUILDER', 'MONITOR WORKERS', 'INSPECT DATA', and 'MANAGE DEPLOYMENTS'. The main area displays a case summary and a 'Case History' table. The table has columns for 'Received (UTC)', 'Form', and 'User'. Below the table, there are buttons for 'View standalone form', 'Clean Form Submission', and 'Archive this form' (highlighted with a red box). To the right, there are tabs for 'Form Properties', 'Case Changes', 'Form History', 'Form Metadata', and 'Raw XML'. Below these tabs is a 'Labels' section and a 'Question' table with columns for 'Question' and 'Response'.

Received (UTC)	Form	User
2019-02-04 10:01	System Form	system
2019-02-01 06:57	Multimedia Capture > User registration > Registration Form	tx
2019-02-01 06:56	System Form	system
2019-02-01 06:56	Multimedia Capture > Multimedia Questions > Registration Form	tx
2019-02-01 06:20	System Form	system
2019-01-29 10:22	System Form	system
2019-01-29 10:16	System Form	system

Question	Response
Enter your name:	TX
Your mobile number	13
Date of birth	2019-01-27
Are you married?	Yes
Thanks for the info!	

Another option to find your form is to look for the formid in CommCareHQ via Find Data by ID. To do so:

1. Make a form export and find the form ID of the form you want to archive
2. Access Find Data by ID under the Data tab at the top of the screen
3. This will redirect you automatically to the page where you can archive the form

[More information on this routine can be found in this document.](#)

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)



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.