

A top-down view of a desk with a laptop, keyboard, mouse, and a small plant. The laptop screen shows a website interface. The background is a light, neutral color.

Deleting Entries

Deleting form entries is a quick and simple process that can be done via the **Data Viewer**. I'll open the Data Viewer and the results of the form located on the site will be displayed. This site is being used to allow students to select their GCSE options and one user has requested for their submission to be deleted.

I can search for the users' submission using the search field found at the top of each column to narrow my results down. Once I've located the submission I want to delete, I need to **click it to select it and highlight it**, and then navigate to the **action cog menu** and select the **delete submission** option.

A pop up will appear to notify me that the deletion of a submission cannot be undone and whether I'm sure I want to delete this form submission. I'm happy that I want to delete this, so I'll select the **red delete submission** button at the bottom here. As you can see, this submission has been removed from the table of results found within the Data Viewer.