

# Incomplete Responses

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## Incomplete Responses

Incomplete responses are created when a respondent saves a form response or when there is a processing error in the form submitted section of the connector timeline. You can **click on any incomplete response** to view additional data and options. Once you click on an incomplete response, options will appear across the top and to the left.

Options across the top of the response:

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Options to the left of the response:

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### **View Response**

This is selected by default and allows you to view the incomplete response.

### **Print Response**

The print-friendly option displays a clear view of the response without the left menu.

You will also have the option of selecting different viewing options (Standard, Verbose, or Compact).

### **Edit Response**

This option will take you to the form which will be filled in with the current response data. You may alter and re-submit. Doing so **will not** re-send email notifications, run any connectors that are enabled, or finalize the response.

### **Reset Password**

The reset password option will send a new password to the respondent to log into the response they saved. This will reset the password for the form to a random string and send an email to the respondent with the new login details.

### **Send Reminder**

This will send another email to the respondent to remind them that they have not completed the response. You will have the option to customize the email that is sent.

### **Finalize Response**

The finalize button will finalize the response and mark it as complete. This also sends the email notifications and runs the

response through any enabled connectors.

### **Delete Response**

The delete response option will delete the response. You will not have the option to restore the response once you delete it.

### **Layout Options**

<b>Verbose</b>	This view will include all images, paragraph text, and formatting as seen in the form.
<b>Standard</b>	The Default view will exclude any additional text and only show the form fields.
<b>Compact</b>	The Compact view will exclude any additional text and only show the form fields. Form labels and values will be inline to reduce the length of the response.