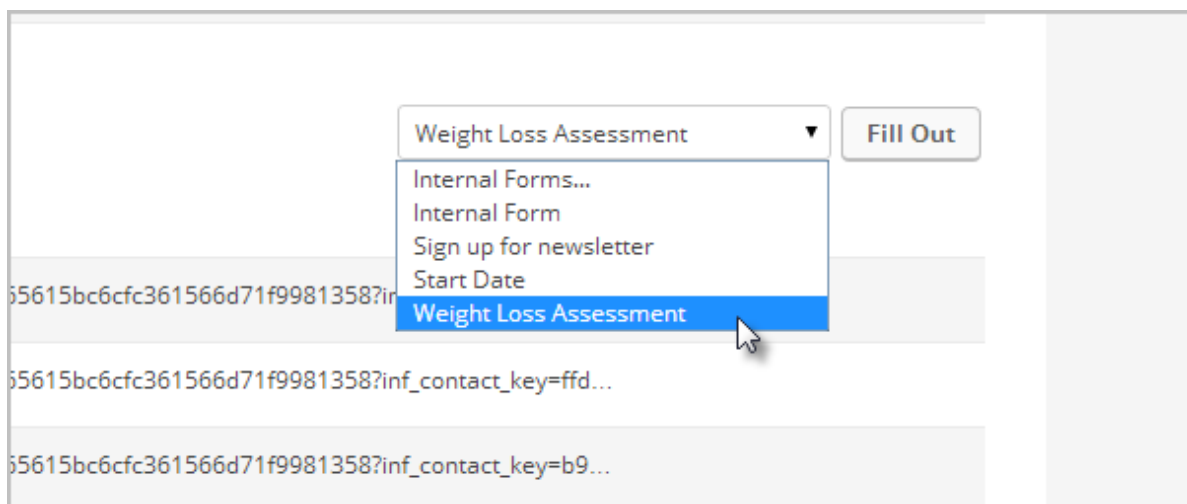


Submit an Internal Form for an existing contact

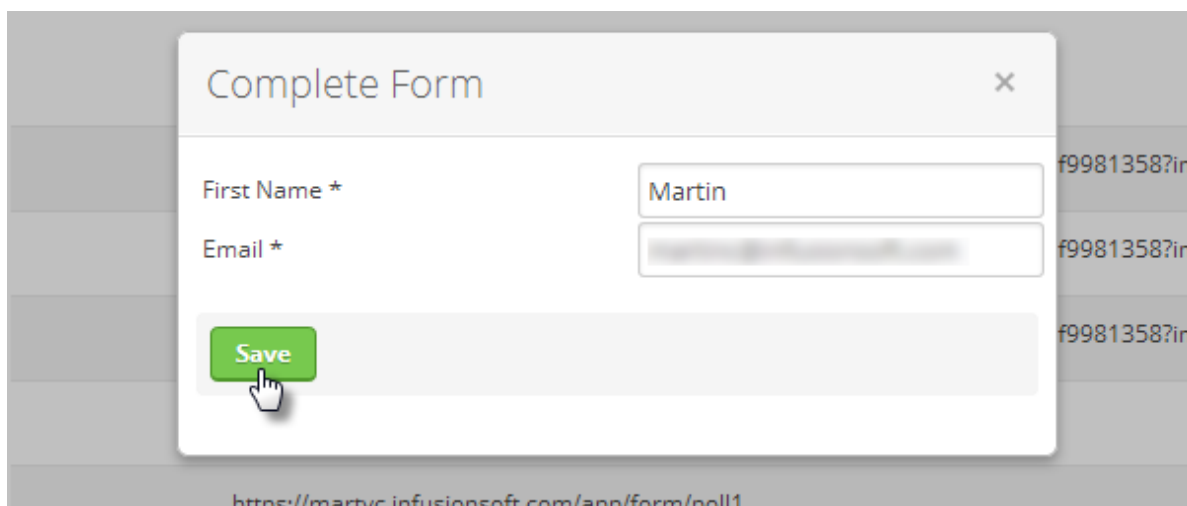
An internal form gives you the ability to submit a form on behalf of an existing contact. Internal forms help automate internal workflows.

Pro-Tip! Click [here](#) if you are looking to learn how to set up an internal form in the campaign builder.

1. After finding the contact, scroll down to the **Internal Form Submissions** section, select the form you would like to use from the drop-down, and click the **Fill Out** button



2. The current contact information will populate the form. Enter or update the information in the form, and then click on **Save** to apply the update



3. Or While in Interactive List View, just click the **Internal Form** icon

The screenshot shows a user profile card for Lydia Phillips. The card includes her name, a 5-star rating, and contact information: Id: 7943, Yo Momma, Phone 1, and Email: lydia.phillips@email.com. It also lists City, State, and Date Created: 12/8/2014. Below the profile information is a horizontal toolbar with icons for edit, check, calendar, email, currency, tag, forms, list, document, and fire. The forms icon, which depicts a document with a checkmark, is highlighted in blue, and a mouse cursor is clicking on it. To the right of the toolbar is a 'close' link. Below the toolbar, the section is titled 'Form Submissions'. It contains a dropdown menu labeled 'Internal Forms...' and a green button labeled 'Fill Out Form'.

Lydia Phillips ★★★★★

Id: 7943
Yo Momma:
Phone 1:
Email: lydia.phillips@email.com

City:
State:
Date Created: 12/8/2014

close

Form Submissions

Internal Forms... [Fill Out Form](#)