[VIDEO] Mark Forms as Manually Completed

Some guardians may have completed their forms on paper. You can mark these forms as complete in KidKare.

Required Permissions: You must have the **eForms** permission enabled on your account to use the eForms feature.

1. From the menu to the left, click **eForms**.
2. Click **View Status**.
3. Locate the participant to update.
4. Click ✏ in the column to the far right.
5. Respond to the confirmation prompt.

The video below explains all action items on the **View Status** page.