



How to close an application from responses in Cognito Forms



Things to know in advance of instructions:

- The Cognito Form from your RAA application should be closed on the **same date** that the **Central App Link goes live** on your respective web site.
- The following steps will need to be performed for all Cognito forms that your respective RAA owns prior to Central App. (i.e. Spanish, Landlord, etc.) Examples of the various forms are posted below.

<input type="checkbox"/>	★ Title	Storage	Entries
<input type="checkbox"/>	★ Landlord RAFT/ERMA Application <small>Build Publish Entries Users Copy Form Link</small>	813 MB	53 1 new
<input type="checkbox"/>	★ RAFT/ERMA Application - SMOC	17 GB	2161 45 new
<input type="checkbox"/>	★ Solicitud de RAFT/ERMA del Propietario	7 MB	1
<input type="checkbox"/>	★ Solicitud RAFT/ERMA - SMOC	376 MB	54

Start with opening the form builder within Cognito



The screenshot shows the Cognito FORMS interface. The top navigation bar includes the Cognito FORMS logo, a user profile for Taylor Hernandez (TH), and a dropdown menu for SMOC. The main content area is titled "All Forms" and contains a table of forms. A red circle highlights the "Build" button for the "RAFT/ERMA Application - SMOC" form, with a red arrow pointing to it from the text "Click here".

<input type="checkbox"/>	★ Title	Storage	Entries
<input type="checkbox"/>	★ Landlord RAFT/ERMA Application	813 MB	52
<input type="checkbox"/>	★ RAFT/ERMA Application - SMOC Build Publish Entries Users Copy Form Link	17 GB	2156 57 new
<input type="checkbox"/>	★ Solicitud de RAFT/ERMA del Propietario	7 MB	1
<input type="checkbox"/>	★ Solicitud RAFT/ERMA - SMOC	376 MB	54

Switch the Limit Form Availability to **On** and input an availability end date below



The screenshot shows the Cognito FORMS interface for editing a form titled "RAFT/ERMA Application - SMOC". The user is logged in as Taylor Hernandez (TH) and is in the "Build" tab. The form configuration panel on the left includes several settings, with "Limit Form Availability?" and "Availability End" highlighted by red circles. The "Limit Form Availability?" setting is currently set to "On". The "Availability End" is set to 8/26/2021 at 12:00 AM. The main form preview area shows a list of 15 numbered steps, a dropdown menu for "What town do you currently rent/live in or what town are you moving to (if moving)?", and a "Next" button. A message at the bottom of the preview area states: "Instructions for Completing the RAFT/ERMA Application *** Due to the overwhelming demand for assistance, it may take us up to five weeks to contact you. Please be sure your application and all documentation are complete. Contacting us prior to assignment will delay processing.***"

Limit Form Availability? On

Availability End 8/26/2021 12:00 AM

What town do you currently rent/live in or what town are you moving to (if moving)? *

Choice (Drop Down)

Next

Instructions for Completing the RAFT/ERMA Application

*** Due to the overwhelming demand for assistance, it may take us up to five weeks to contact you. Please be sure your application and all documentation are complete. Contacting us prior to assignment will delay processing.***

Next, click on the **Submission Settings** button on the bottom ribbon



The screenshot displays the Cognito FORMS interface for a RAFT/ERMA Application - SMOC. The top navigation bar includes the Cognito FORMS logo, the user name Taylor Hernandez, and the role SMOC. The main navigation tabs are Build, Publish, and Entries. The Submission Settings section is active, showing various configuration options:

- Submission Settings:**
 - Show Back Button
 - Back
 - Submit Button Text: Submit
 - Confirmation Options: Confirmation Message, Redirect Url
- Pre-Transfer:** Yes
- Return To RAA Reason *:** Choice (Drop Down)
- Return to RAA from NMA:** Yes, No
- Returned RAA Date:** =(ReturnToRAAFi)

The bottom ribbon contains the following buttons: Form Settings, Payment: Off, **Submission Settings** (circled in red), Users, Preview, and Save. A red arrow points to the Submission Settings button with the text "Click here".

Click here

Scroll down and ensure that the 'Save & Resume' feature is turned to off



The screenshot displays the Cognito FORMS interface for a 'RAFT/ERMA Application - SMOC'. The top navigation bar includes the Cognito FORMS logo, a dropdown menu for 'SMOC', and the user name 'Taylor Hernandez TH'. Below the navigation bar, there are tabs for 'Build', 'Publish', and 'Entries'. The 'Build' tab is active, showing a settings panel on the left. The 'Include?' section has checkboxes for 'Entry Details' (checked) and 'Documents' (unchecked). Below this, there are several toggle switches: 'Notification Emails (2)' (Off), 'Confirmation Emails (1)' (Off), 'Save & Resume' (Off, circled in red), 'Post JSON Data to a Website' (On), and 'Send to Microsoft SharePoint' (Off). At the bottom of the settings panel, there is a section titled 'Looking for more integrations?' with a description: 'Connect to hundreds of apps with Microsoft Power Automate or Zapier.' The bottom navigation bar contains icons for 'Form Settings', 'Payment: Off', 'Submission Settings', and 'Users', along with 'Preview' and 'Save' buttons.

Be sure to save the changes



The screenshot shows the Cognito FORMS interface for editing a form titled "RAFT/ERMA Application - SMOC". The interface includes a top navigation bar with the Cognito logo, the form name, and user information (SMOC, Taylor Hernandez). Below this is a tabbed interface with "Build", "Publish", and "Entries" tabs. The "Build" tab is active, showing a list of form sections (6-15) and a form preview. The preview includes a dropdown menu for "What town do you currently rent/live in or what town are you moving to (if moving)?", a "Next" button, and a "1/15" indicator. A red circle highlights the "Save" button in the bottom right corner of the interface.

RAFT/ERMA Application - SMOC

Build Publish Entries

6 Request for Assistance 7 Head of Household Information 8 Additional Household Member Information 9 Income Deductions
10 Current Housing Status 11 Current Housing Crisis 12 MassHealth/DTA Benefits 13 MassHire Career Center
14 Authorization and Release 15 Confirmation

What town do you currently rent/live in or what town are you moving to (if moving)? *

Choice (Drop Down)

If you live in a town not listed in the drop down above, please contact the Regional Agency in your area to request the appropriate RAFT/ERMA application. The list of regionals can be found here: <https://hedfuel.azurewebsites.net/>

Next 1/15

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Form Settings Payment: Off Submission Settings Users Preview **Save**

Click here