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Generate Submission Documents for Forms, Surveys, and Quizzes in GLM

Tom Regier - 2026-08-05 - [Forms, Surveys & Quizzes](#)

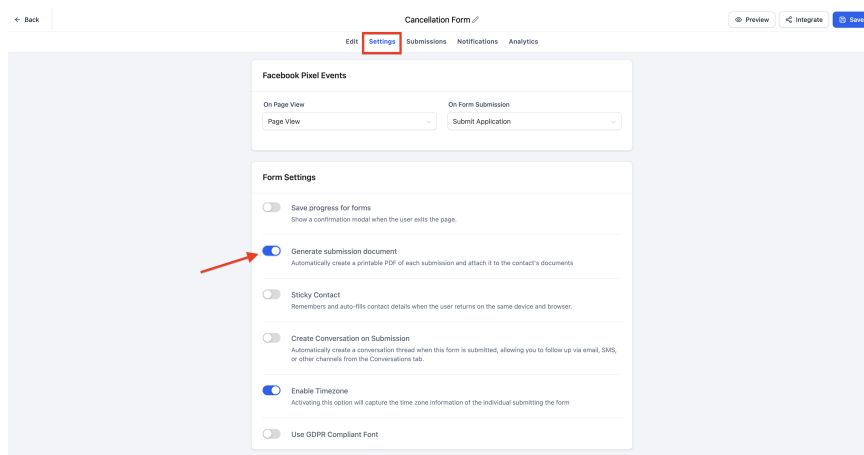
The **Generate Submission Document** setting automatically creates a PDF copy of every new submission to a Form, Survey, or Quiz, and stores it under the submitting contact so you always have a formatted, printable record on hand.

What you can do with Generate Submission Document

- Automatically generate a PDF for every new Form, Survey, or Quiz submission
- Capture every question and response on the PDF
- Record submission metadata, including date, time, and contact information
- Store the PDF under the submitting contact automatically
- View, download, and use the PDF across Gym Lead Machine
- Turn the setting on or off independently for each Form, Survey, and Quiz

How do I turn on Generate Submission Document?

1. Open the settings for the Form, Survey, or Quiz you want to update.
2. Find the **Generate submission document** toggle.



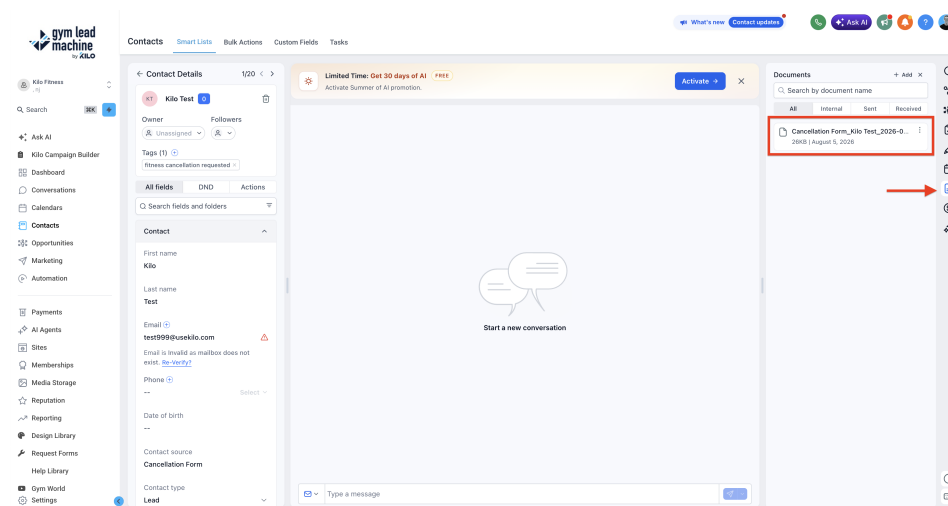
3. Turn the toggle **ON**.

NOTE: Turning the toggle on does not affect submissions you already collected. Only submissions that come in after you turn the setting on will generate a PDF document.

Where are generated documents stored?

Every generated PDF is stored automatically under the submitting contact, sorted by submission type:

- **Contacts → Documents**



From there, you can view and download the document if needed. This works the same whether you're on desktop or mobile.

How are generated documents named?

Submission type

File name format

Forms and Surveys [FormName]/[ContactName]/[YYYY-MM-DD_HHMM]

Quizzes Result_[FormName]/[ContactName]/[YYYY-MM-DD_HHMM]

Frequently asked questions

Do I need to turn this on separately for each of my forms, surveys, and quizzes?

Yes. The Generate submission document toggle is set independently for each Form, Survey, and Quiz. Enabling it on one form does not enable it on any other form, survey, or quiz.

What happens to submissions I already collected if I turn this setting on now?

Existing submissions are not affected. Only submissions that come in after you turn the setting on will generate a PDF document.

Where can I find the PDF for a specific submission?

Every generated PDF is stored under the submitting contact's Documents section, sorted by type. Look under **Contacts → Documents → Forms, Surveys, or Quizzes** depending on where the submission came from.

What information does the generated PDF include?

The PDF includes every question and response from the submission, along with the submission's date, time, and the contact's information.

Does this work if a client submits from their phone?

Yes. Generate submission document is fully supported on both desktop and mobile.

How are the generated PDF file names formatted?

Forms and Surveys use the format **[FormName]/[ContactName]/[YYYY-MM-DD_HHMM]**, and Quizzes use **Result_[FormName]/[ContactName]/[YYYY-MM-DD_HHMM]**. The contact's name and the submission date and time are always part of the file name, which makes a document easy to spot in a list.

What happens if I leave the toggle off?

No PDF document is generated for that submission. You can turn the setting on for that Form, Survey, or Quiz at any time; doing so only affects submissions that come in after that point.

Helpful tips

- Turn on Generate submission document for any Form, Survey, or Quiz where you want a printable record of every submission (i.e. Athlete Check-Ins, Cancellations, etc.)
- Check the Documents section under Forms, Surveys, or Quizzes to find a specific submission's PDF quickly.
- Use the file naming convention, which always includes the contact's name and the submission date and time, to search for a document.
- Remember the setting is per Form, Survey, or Quiz. Check each one individually if you want documents generated across all of them.

When this feature is most helpful

- Building a printable record of an intake form submission for a new lead
- Documenting quiz results to reference in a follow-up conversation
- Creating a record of survey responses tied to a contact's profile
- Sharing a formatted submission document with staff instead of raw form data

If you have questions about generating submission documents in Gym Lead Machine, our Support team is happy to help. Reach us at **hello@usekilo.com**.

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