



ASCENDER GUIDES



admin_forms_edit_existing

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ASCENDER ParentPortal Admin > Form Management > Form Creator

Once a form is created, it can be edited, archived, and deleted.

Edit a form:

Under **Active Forms**:



- Hover over the new or existing form and click the edit icon.

The form details open in the **Edit Form** (right) section where you can edit details as described previously.

Archive a form:

Archiving allows you to retain a form that may still be needed for reporting purposes but is no longer used for data collection. An archived form is no longer available to parents, but it is still accessible to administrators and grouped with other archived forms. A form can be un-archived at any time.

Form Creator

The screenshot shows the 'Form Creator' interface. On the left, there is a sidebar with a list of forms under 'Active Forms' and 'Archived Forms'. The 'Supply list' form is highlighted in the 'Active Forms' list. A red circle and arrow point to the edit icon (a pencil) next to the 'Supply list' form. The main area shows the 'Edit Form' details for 'Supply list'. The form is currently set to 'Visible: Yes' and 'Archived: Yes'. The 'Static Document' is 'School_Supply_List.pdf'. There is a 'Save' button at the bottom right of the edit form section.

□ Under **Active Forms** (left):



- Hover over the new or existing form and click the edit icon.

The form details open in the **Edit Form** (right) section. Select **Archived** and click **Save**.

The form moves from the **Active Forms** list to the **Archived Forms** list.

The screenshot shows the 'Archived Forms' list. The 'Supply list' form is now listed under the 'Static Forms' category in the 'Archived Forms' section.

Clear the **Archived** field if you want to make the form active again. The form will move back to the **Active Forms** list.

Delete a form:

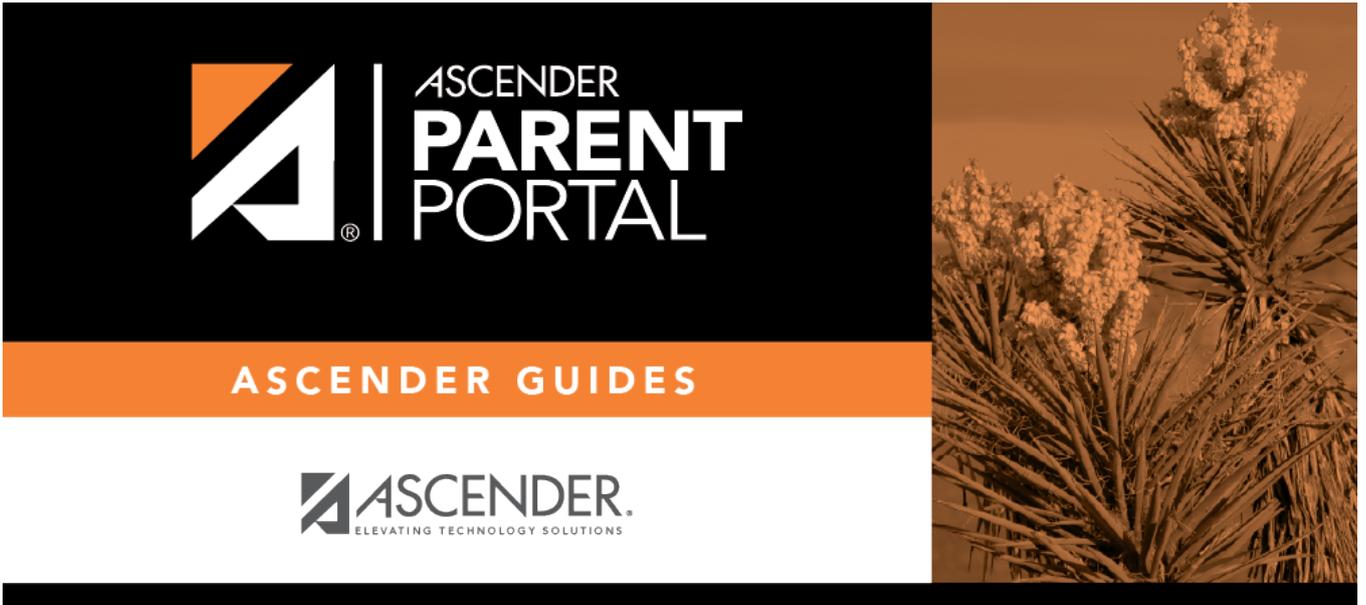
Under **Active Forms** (left):



- Hover over the new or existing form and click the delete icon.

You are prompted to confirm that you want to delete the form. Click **OK**.

NOTE: You cannot delete a form if it belongs to a group or if data exists for the form (i.e., if a parent has submitted changes associated with the form).



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