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formgroups

Table of Contents

Form Group Management 1

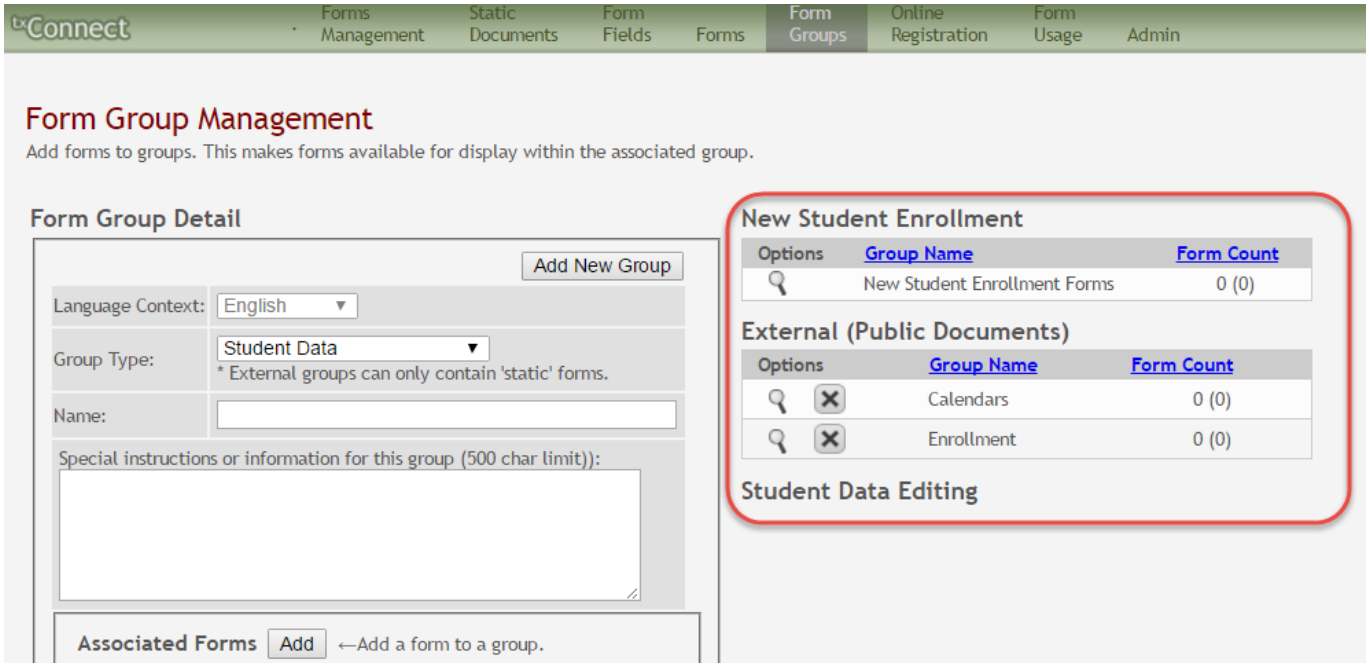
Form Group Management

txConnect Admin > Administrator Options > Settings > Forms Management > Form Groups

This page allows you to create and edit form group headings so you can group related forms.

A form must be added to a group (or to the Online Registration template) in order to be accessible to parents.

Some groups are included automatically.



View groups:

existing groups (right)	
Groups fall into one of three categories: • New Student Enrollment • External (Public Documents) • Student Data Editing	
Group Name	
Form Count	

Scroll down to view instructions for default groups, new groups, and existing groups.

NOTE: Standard forms must be added to a group in order for parents to see them in txConnect. You can create a new group for standard forms, or you can add them to an existing group.

Update a default group:

For groups that are included by default, you can only modify the **Special instructions** field and add forms to the group.

- External groups only allow you to add static forms.
- The *New Student Enrollment Forms* group allows you to add static and standard forms.

You cannot change the name of a default group.

Click the spyglass icon under **Available Groups** (right) to edit a group.

The group details are displayed on the left side of the page under **Form Group Detail** (left side).

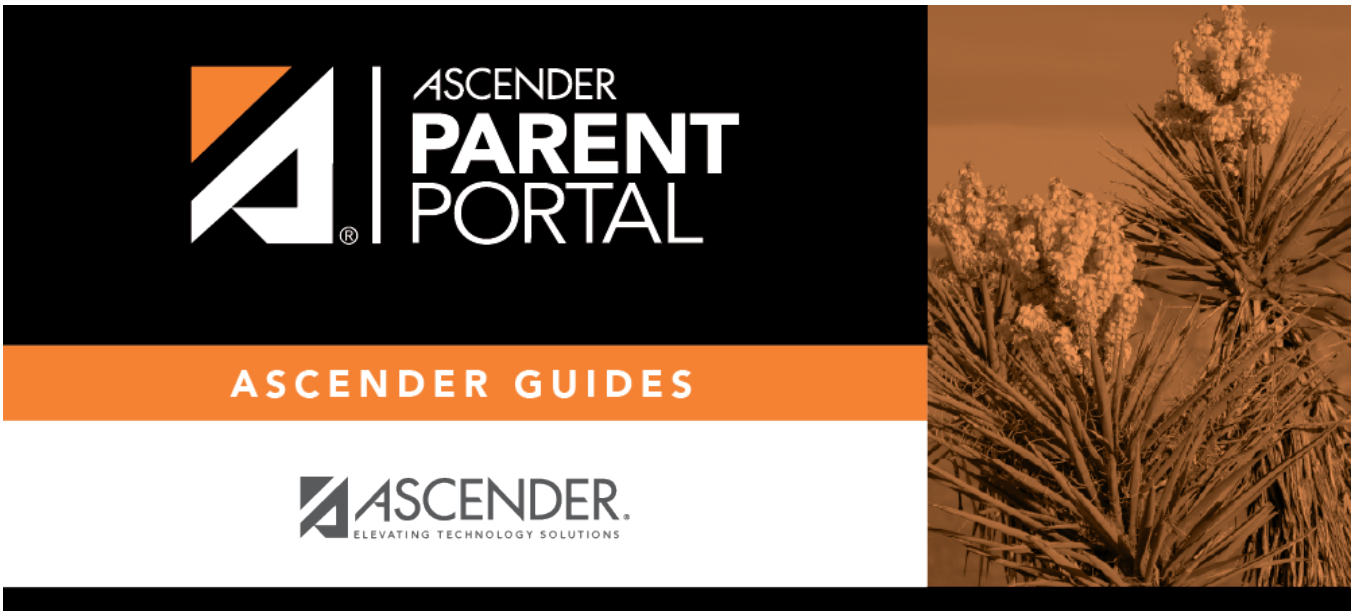
Form Group Detail (left)

Add a new group:

Form Group Detail (left)

Edit or delete an existing group:

existing groups (right)


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Back Cover