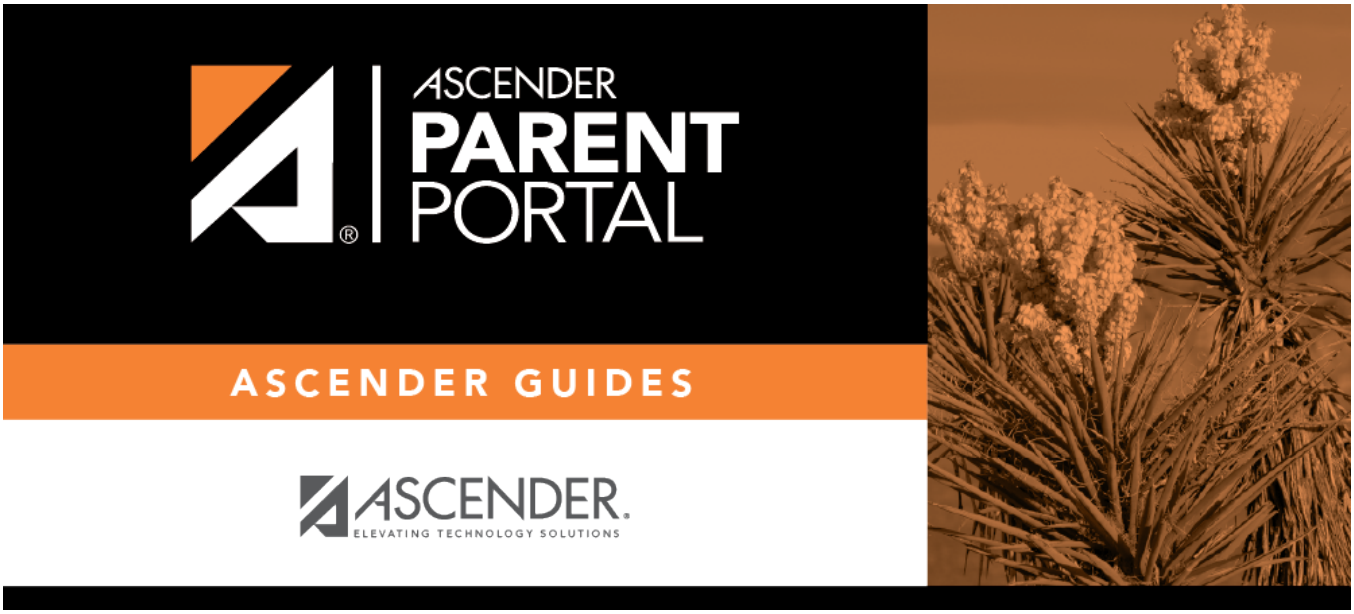


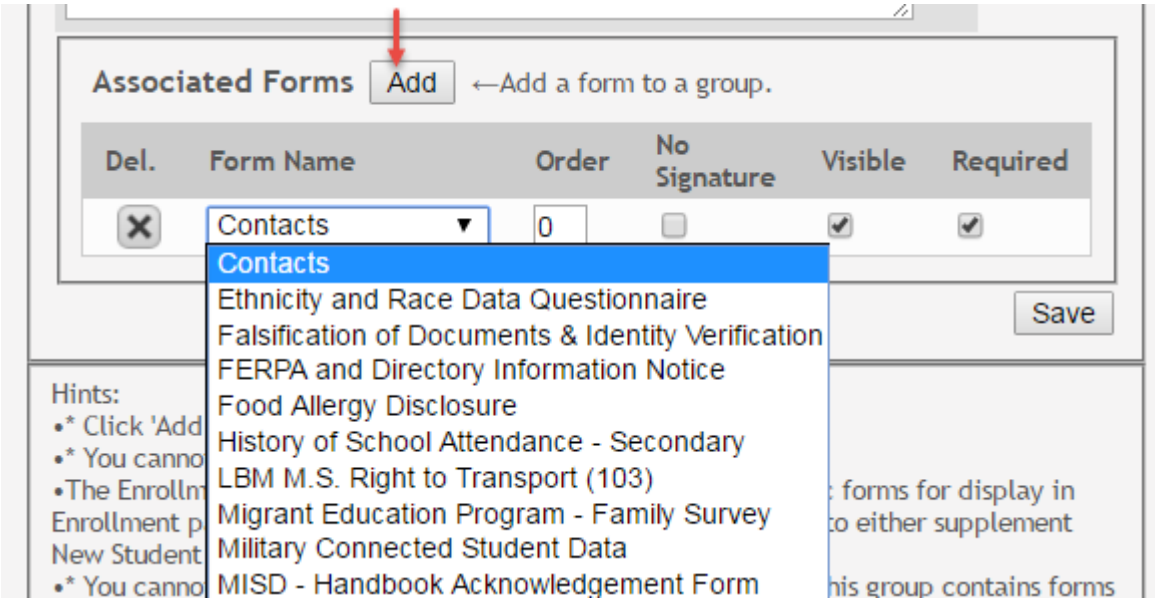
forms_groups_add_new_body

Table of Contents

Form Group Detail (left)
Language Context
Group Type
Name
Special instructions or information for this form grouping

Any existing forms for the group are listed. Otherwise, the message “No forms have been added” is displayed.

Next to **Associated Forms**, click **Add** to add a form to a group.



A grid is displayed allowing you to associate forms with the group.

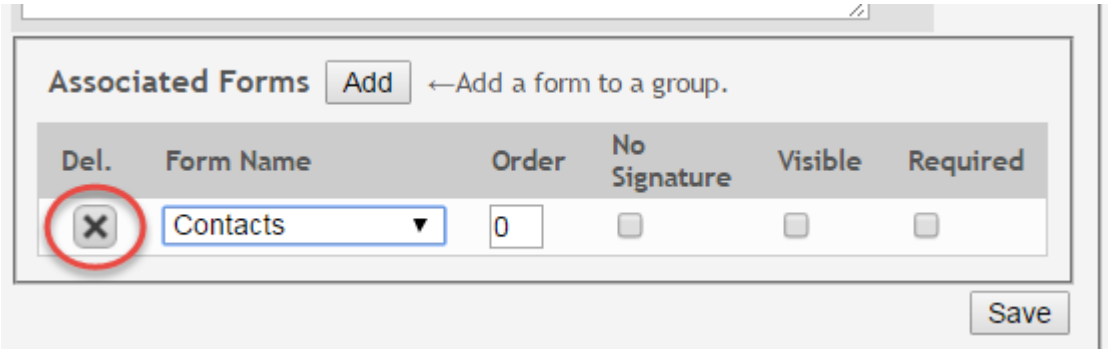
> Any archived forms in the group are highlighted in orange.

Form Name
Order
No Signature
Visible
Required

Click **Add** again to add another form.

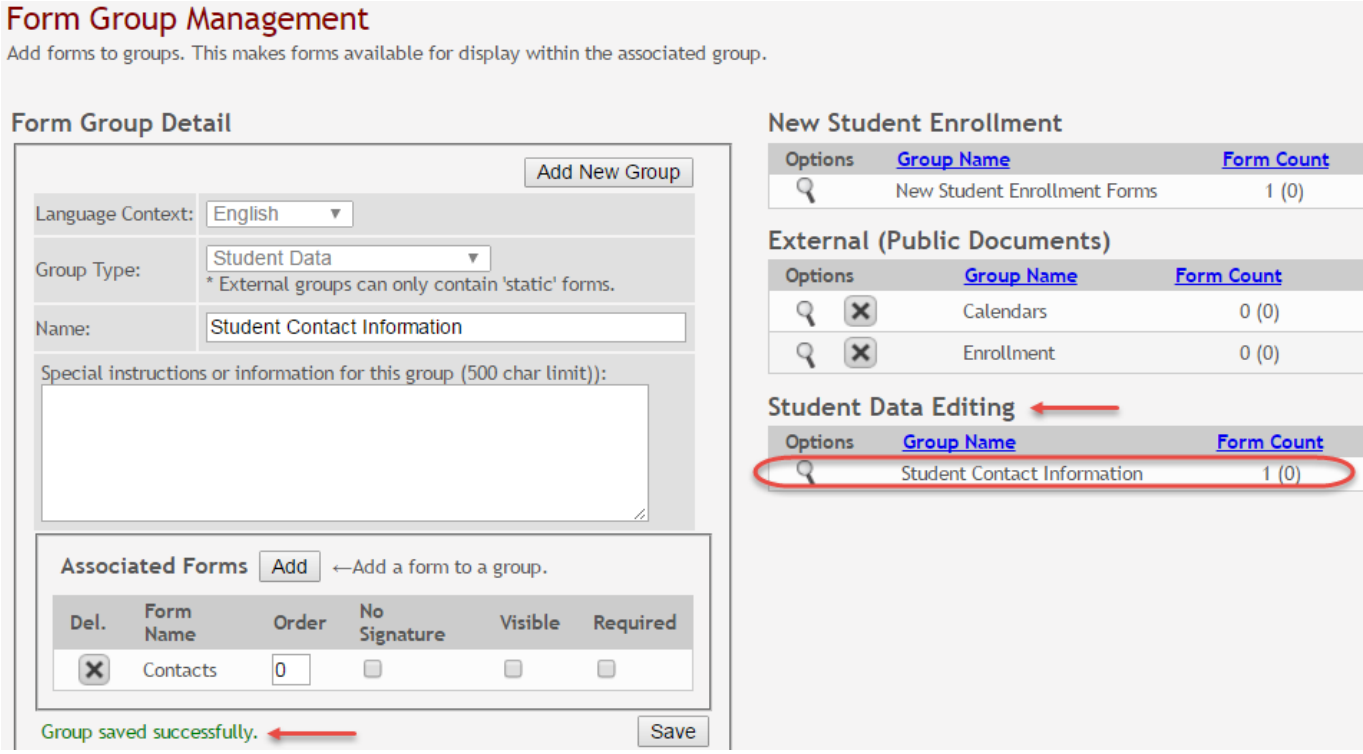
> The **Add** button is disabled once there are no additional forms that can be added to a group.

To delete a form from a group, click ✖ under **Associated Forms**.

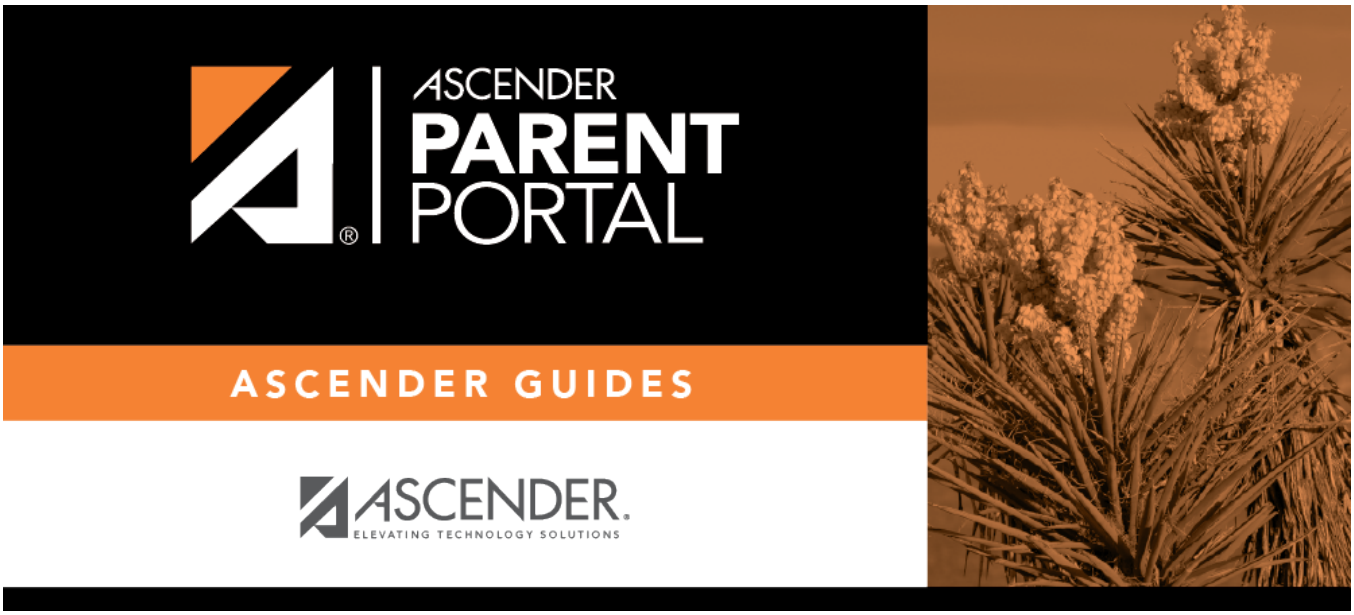


The form is removed from the list, but it is not actually deleted from the list until you save. If you leave or select another group before saving, the form will remain in the group.

Click **Save**. The group is listed on the right under the heading indicated by the **Group Type** field.



Click **Add New Group** to add another group. The data in the fields is cleared allowing you to enter another group. Unsaved data is lost.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