Table of Contents

Forms Management 1

Forms Management

The Form Management page allows you to add, edit, and delete forms. Forms are used as an indexing tool to categorize core questions. When a core question is created, a form is associated with it to index the core question. Core questions can then be associated with a specific job position by linking the job position to a specific form. A list of all forms is displayed in a grid on this page.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

Return to Admin Tools You can return to the Admin Tools page at any time by clicking **Admin Tools**.

Add forms

Forms are added using the Add New Form window. Click Records to select the number of forms to display. To add a new form:

Click Add New + to add a new form using the Add New Form window.

In the Form Name field, type the form's name.

In the Description field, type a description for the form.

Click Default if the form is a default form.

Click Save to save the form.

Click Cancel to cancel.

Edit or delete forms

Click Edit to open the Add New Form window.

Click Update to save your changes.

Click Cancel to return the row its saved status.

Click Delete to delete the row. A confirmation message is displayed prompting you to continue.

Click OK to delete the form.

Click Cancel to return to the Form Management page.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/form_management?rev=1487261791

Last update: **2019/12/10 09:30**