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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.

Records Click **Records** to select the number of records to display.

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

Field	Description
Form Name	Type the form's name.
Description	Type a description for the form.
Default	Select if the form is a default form.
Reference Form	??

- Save your work.
- Cancel and return to the previous page.

Edit or delete forms

- Click **Edit** to open the **Add New Form** window.
 - Update the information.
 - Cancel and return to the previous page.
 - Cancel and return to the previous page.

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