

# 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.

[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
<b>Form Name</b>	Type the form's name.
<b>Description</b>	Type a description for the form.
<b>Default</b>	Select if the form is a default form.
<b>Reference Form</b>	??

- 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.

From:  
<https://help.ascendertx.com/careerportal/> - CP

Permanent link:  
[https://help.ascendertx.com/careerportal/doku.php/form\\_management?rev=1487347918](https://help.ascendertx.com/careerportal/doku.php/form_management?rev=1487347918)

Last update: **2019/12/10 09:31**

