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 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	Select if the form will be used to create questions to be sent to the references of the applicant. These questions are not available to the applicant during the application process. Click for more information.

- Click **Save** to save your work.
- Click **Cancel** to return to the previous screen.

Edit or delete forms

- Click **Edit** to open the **Add New Form** window.
  - Click **Update** to update the information.
  - Click **Cancel** to return to the previous screen.
- Click **Delete** to delete the row. A confirmation message is displayed prompting you to continue.
  - Click **OK** to delete the row.
  - Click **Cancel** to return to the previous screen.

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

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/form_management?rev=1488476856

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