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Form 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.

Field	Description
Add New + or Edit	Add or edit a form using the Add New Form window.
Form Name	The form name.
Description	The form description.
Default	Indicates if the form will be used by default when searching applicants (when no form has been previously selected).
Reference Form	Indicates if a form is to be used as a reference form. Reference forms are shown to references provided by the applicant and not the applicants themselves.
Delete	Delete the row. A confirmation message is displayed prompting you to continue. **OK**: Delete the row. **Cancel**: Cancel and return to the previous page.

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