

Table of Contents

Form Management 1

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. |

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

Permanent link:
<https://help.ascendertx.com/careerportal/doku.php/forms?rev=1575565328>

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

