

# 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
<b>Add New + or Edit</b>	Add or edit a form using the <a href="#">Add New Form window</a> .
<b>Form Name</b>	The form name.
<b>Description</b>	The form description.
<b>Default</b>	Indicates if the form will be used by default when searching applicants (when no form has been previously selected).
<b>Reference Form</b>	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.
<b>Delete</b>	Delete the row. A confirmation message is displayed prompting you to continue. <b>OK:</b> Delete the row. <b>Cancel:</b> 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**

