admin_forms_create_dyn

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Dynamic forms are built using the fields from Forms Field Management.

❏ Click **Add Form**.

A pop-up window opens.

Form Name	Type a name for the form. For a Spanish form, provide the name in Spanish. At this time, user's may alter an existing Dynamic Form's **Form Name** field by following these steps: Select the Dynamic Form to modify. Click **Copy Form**. Then modify the **Form Name** field of the copied Dynamic Form. **This will be corrected with future programming.**
Form Instructions	Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish.

Campus	Select a campus in order to assign the form to a specific campus. Or, select *All Campus* if the form is used for all campuses in the district.
	If you select *All Campus*, each campus is listed, and you can remove individual campuses if needed.
	Campus: 001 - (001 001 School PK-12) ✕ ▲ All Campuses Cancel All 004 - (004 004 School 06-12)
	NOTE: If you select *All Campus* by mistake, click *Cancel all* to clear all campuses at once.
Visible	Select **Yes** if you want the form to visible to parents in ParentPortal.
Language	Select the language of the form.

IMPORTANT: For a dynamic form, leave the drop-down field set to *No Document*.
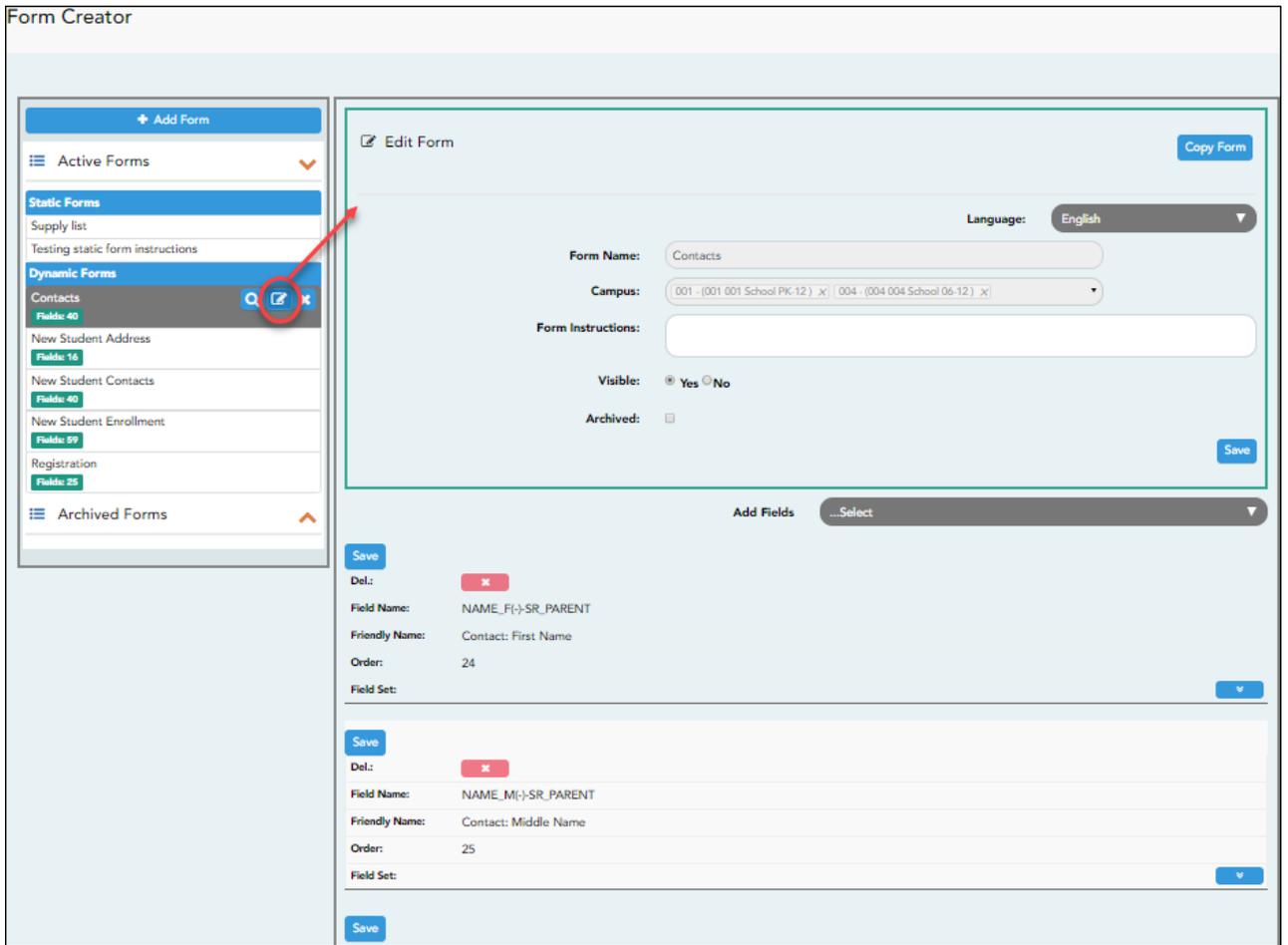
❏ Click **Add Form**.

The form is added to the **Active Forms** list on the left side of the page, under **Dynamic Forms**.

❏ Under **Active Forms**:

- Hover over the new or existing dynamic form and click the edit icon.

The form details open in the **Edit Form** section (right side) where you can add or edit details:

Form Name	The name entered on the previous page is displayed and can be modified. Type a name for the form. For a Spanish form, provide the name in Spanish.
Form Instructions	The instructions entered on the previous page are displayed and can be modified. Type any specific district-level instructions for the form. For a Spanish form, provide the instructions in Spanish.
Campus	The campus(es) selected on the previous page are displayed and can be modified. Select *All Campus* if the form is used for all campuses in the district. If you select *All Campus*, each campus is listed, and you can remove individual campuses if needed. **NOTE:** If you select *All Campus* by mistake, click *Cancel all* to clear all campuses at once.
Visible	The setting entered on the previous page is displayed and can be modified. Select **Yes** if you want the form to visible to parents in ParentPortal.

Archived	Select to archive the form, which allows you to retain forms that may still be needed for reporting purposes but are no longer used for data collection. An archived form is still accessible to administrators, but is grouped with other archived forms for organizational purposes. Archived forms are not visible in ParentPortal. *New Student Enrollment* forms cannot be archived.

❏ Click **Save**.

❏ Select the fields to include on the form from the drop-down list:

> **NOTE:** You must save changes for each field individually.

Field name	The selected FIELD-NAME(-)-TABLE-NAME is displayed.
Friendly Name	The English default friendly name is displayed. Modify the name as needed.
Order	A default order number is assigned. (Optional) Indicate the order in which you want the fields to be displayed on the form. For example, type 1 if you want to field to be displayed at the top of the form.
Field Set	Use this column to group related fields together in the form. For example, you could type 'Mailing Address' for all fields that are related to the student's mailing address. The fields that you want to physically group together should also be together as indicated by the **Order** field. The fields with the same **Field Set** are grouped together in a box, but only if they are adjacent in the order. The box is drawn around one or more sequential fields that have a *Field Set* specified. Field Set does not apply to *New Student Enrollment* Forms.

- Click to view additional fields.

Visible	Select if you want the field to be visible to parents on the form. Clear the check box if you do not want the field visible to parents. For example, you can hide the four-digit zip code extension. The setting of this field overrides all other visibility settings.
Editable	Select to allow parents to update data in this field from the form. • If selected, the form field will be editable, but only if the field is also set to **Updateable**=true on Form Field Management. • If not selected, this will override the other setting, and the form field will not be editable. This setting does not apply to New Student forms.
Required	Select if the field is required of the parents. If this field is selected, be sure **Edit** is also selected.
Bold	Select if you want the field to be displayed in a bold font.
Italics	Select if you want the field to be displayed in an italic font.
Color	Click the box to select a color for the field text, if you prefer a color other than black. A pop-up window opens that provides seven color choices, as well as the option for no color (i.e., black). Click a color to select it, and the window closes.

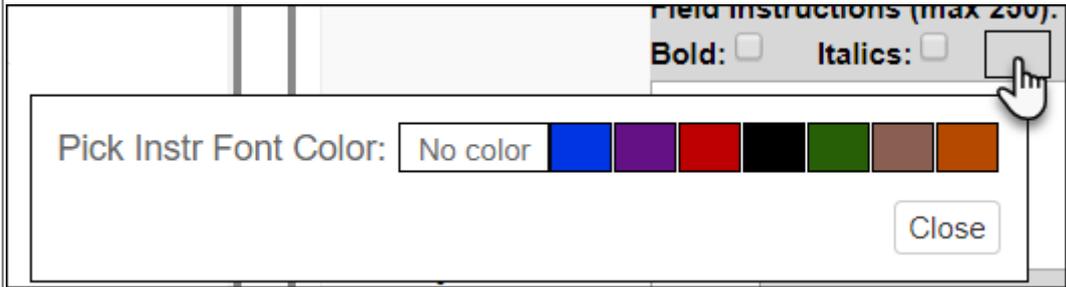| Background Color	Click the box to select a background color for the field. A pop-up window opens that provides seven background color choices, as well as the option for no color.
	Click a color to select it, and the window closes.
	The form is automatically shaded with an alternating (light/dark) gray background when displayed for parents in ParentPortal. If you do not select a color, or if you select **No Color**, the background will be gray.

Instructions	
Click the button to view any existing default instructions and add additional instructions for the field. A pop-up window opens.	
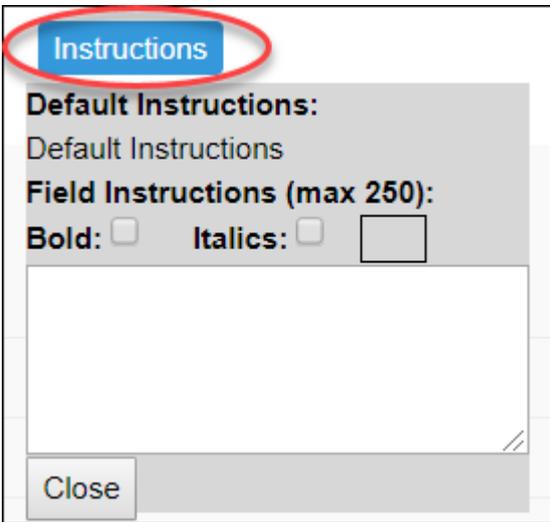
Default Instructions	Any instructions entered above are displayed. They cannot be changed here.
Field Instructions	Add or update any additional instructions for the field. These instructions will be appended to the **Default Instructions** when the parent accesses the form in ParentPortal.
Bold	Select if you want the instructions to be displayed in a bold font. This selection will apply to all text typed in the **Field Instructions** area.
Italics	Select if you want the instructions to be displayed in an italic font. This selection will apply to all text typed in the **Field Instructions** area.

Color	Click the box if you want the instructions to be displayed in a color. A pop-up window opens that provides seven color choices, as well as the option for no color (i.e., black).
	Click a color to select it, or click **No Color**, and the window closes.
	This selection will apply to all text typed in the **Field Instructions** area.

❑ Click **Close**.

 - Click the corresponding delete icon to remove a column from the form.

It is removed from the list, but it is not actually deleted until you click **Save**.
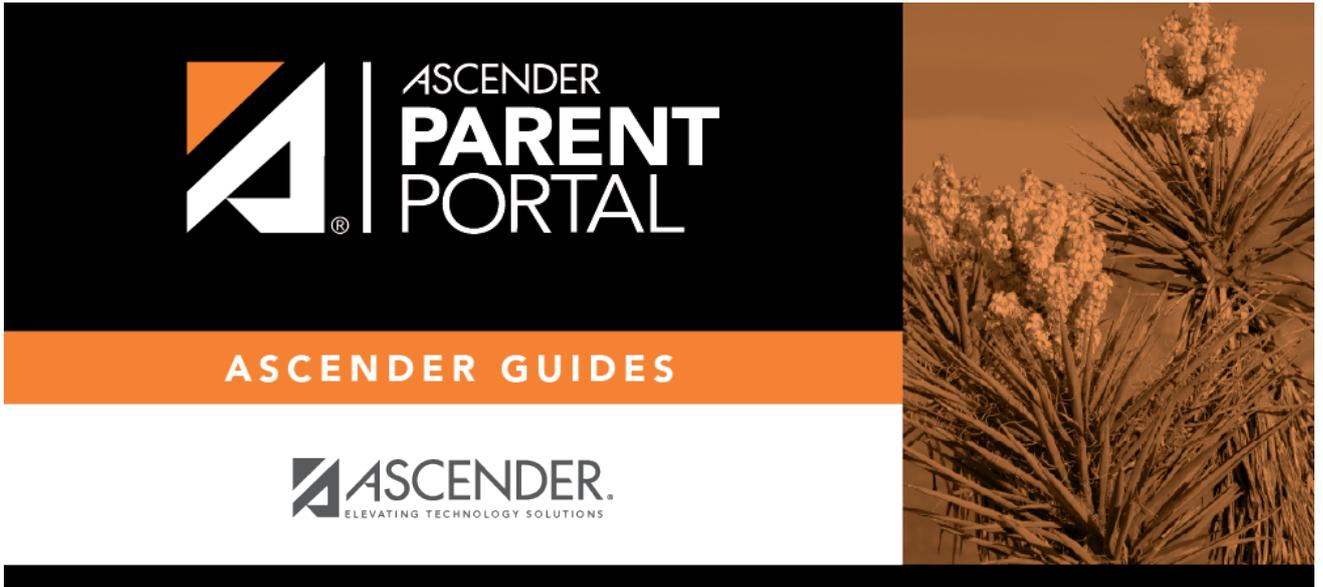
❑ Click **Save**.

NOTE: If you created a form with fields from a vertical table, some required additional fields may be added automatically. If so, a message is displayed prompting you to review the fields before saving.

Note the added fields. These fields cannot be removed; the delete icon is not displayed.

❑ Click **Save**.

Form field edits

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