



ASCENDER GUIDES



**admin\_forms\_edit\_existing**



# Table of Contents




## **ASCENDER ParentPortal Admin > Forms Management > Form Creator**

Only static and dynamic forms can be modified or deleted. Default forms cannot be deleted, and only some fields can be updated (TRUE?).


### **Edit a form:**

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 edit details as described previously.
- ☐ Click **Save**.


### **Archive a form:**

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). Select **Archive**.
- ☐ Click **Save**.

### **Delete a form:**

Under **Active Forms**:

- ☐ Hover over the new or existing dynamic form and click the delete icon .
- ☐ You are prompted to confirm that you want to delete the form. Click **OK**.

**NOTE:** You cannot delete a form if it belongs to a group or if data exists for the form (i.e., if a parent has submitted changes associated with the form).



## Back Cover