



ASCENDER GUIDES



**admin\_forms\_edit\_existing**



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## 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**:

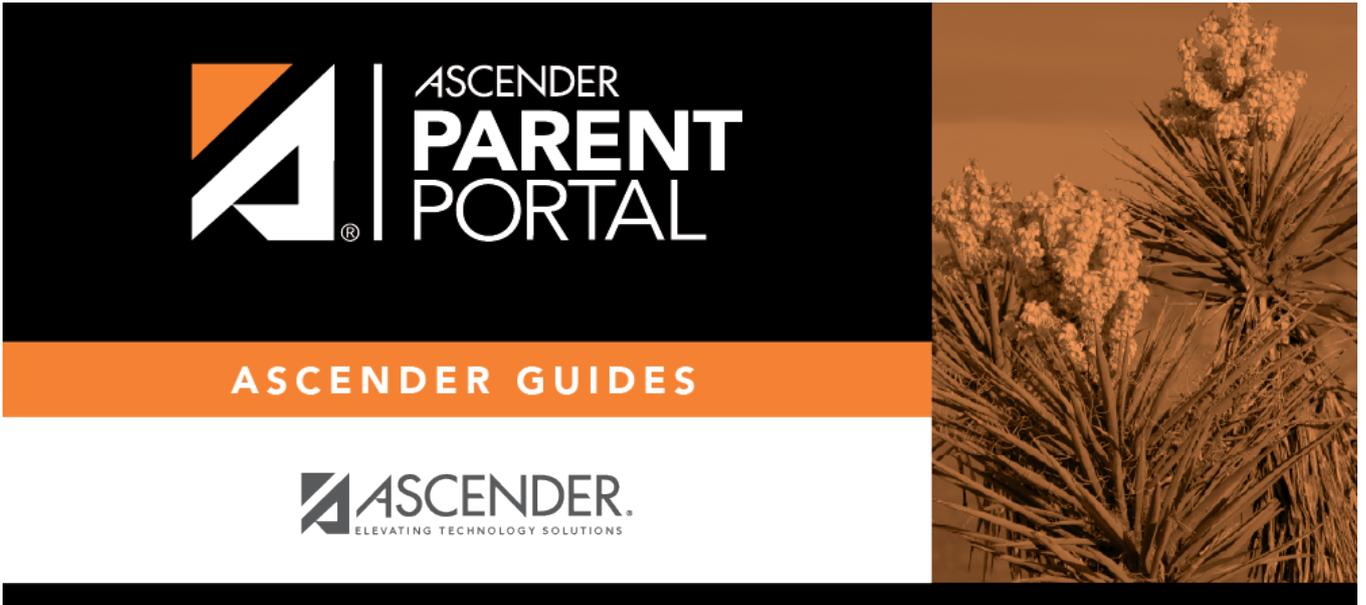
- Hover over the new or existing dynamic form and click the edit icon .
- The form details open in the **Edit Form** section (right side). Select **Archive**.
- Click **Save**.

### 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).



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