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:

Archiving 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. A form can be un-archived at any time.

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