



ASCENDER GUIDES



**admin\_forms\_edit\_existing**



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## ASCENDER ParentPortal Admin > Forms Management > Form Creator

Once a form is created, it can be edited, archived, and deleted.

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 a form that may still be needed for reporting purposes but is no longer used for data collection. An archived form is no longer available to parents, but it is still accessible to administrators and grouped with other archived forms. A form can be un-archived at any time.

## Form Creator

The screenshot shows the 'Form Creator' interface. On the left, there is a sidebar with a list of forms under 'Active Forms' and 'Archived Forms'. Under 'Dynamic Forms', there are several entries: 'Contacts' (40 fields), 'New Student Address' (16 fields), 'New Student Contacts' (40 fields), 'New Student Enrollment' (59 fields), and 'Registration' (25 fields). The 'Supply list' form is highlighted in the 'Static Forms' section. A red circle highlights the edit icon (a pencil) next to 'Supply list', with a red arrow pointing to the 'Edit Form' section on the right.

The 'Edit Form' section on the right contains the following fields and controls:

- Edit Form** (pencil icon) and **Copy Form** (button)
- Language:** English (dropdown menu)
- Form Name:** Supply list (text input)
- Campus:** 001 - (001 001 School PK-12 ) (dropdown menu with 'X' icon) and 004 - (004 004 School 06-12 ) (dropdown menu with 'X' icon)
- Form Instructions:** Download the form and purchase all supplies on list please. (text area)
- Visible:** Yes (selected) / No (radio buttons)
- Archived:**  (checkbox)
- Static Document:** School\_Supply\_List.pdf (dropdown menu)
- Save** (button)

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:

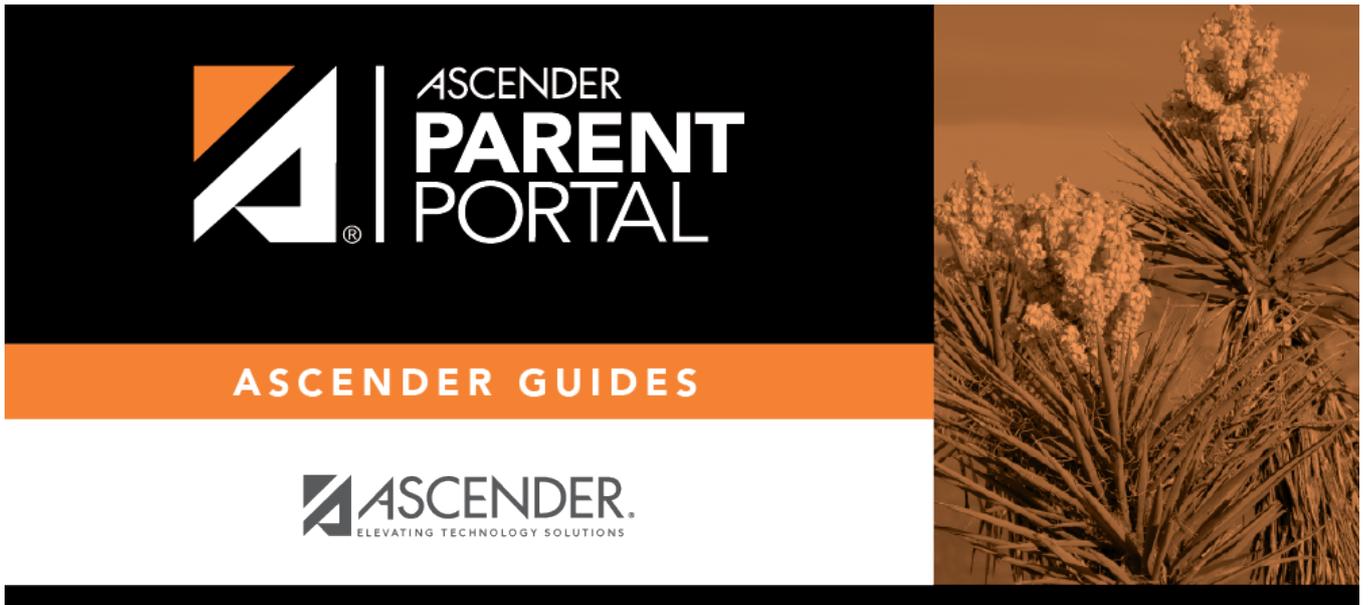
Under **Active Forms**:

-  - 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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