



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.

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 is a sidebar with a list of forms under 'Active Forms' and 'Archived Forms'. The 'Supply list' form is highlighted under 'Static Forms'. A red circle and arrow point to the 'Edit Form' icon (a pencil) next to the 'Supply list' form. The main area on the right is titled 'Edit Form' and contains the following details:

- Form Name:** Supply list
- Campus:** A dropdown menu showing '001 - (001 001 School PK-12)' and '004 - (004 004 School 06-12)'.
- Form Instructions:** Download the form and purchase all supplies on list please.
- Visible:** Radio buttons for 'Yes' (selected) and 'No'.
- Archived:** A yellow button with a checkmark.
- Static Document:** School_Supply_List.pdf

Buttons for 'Copy Form' and 'Save' are also visible.

□ 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** and 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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