



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.

Edit a form:

☐ Under **Active Forms**:



- Hover over the new or existing 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 'Static Forms' section is expanded, showing 'Supply list' with a search icon, an edit icon (circled in red with an arrow pointing to the 'Edit Form' section), and a delete icon. Below 'Static Forms' are 'Dynamic Forms' including 'Contacts' (40 fields), 'New Student Address' (16 fields), 'New Student Contacts' (40 fields), 'New Student Enrollment' (59 fields), and 'Registration' (25 fields). The main area 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
- Language:** English (dropdown menu)
- Buttons:** 'Copy Form' and 'Save'.

□ Under **Active Forms**:



- Hover over the new or existing 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:

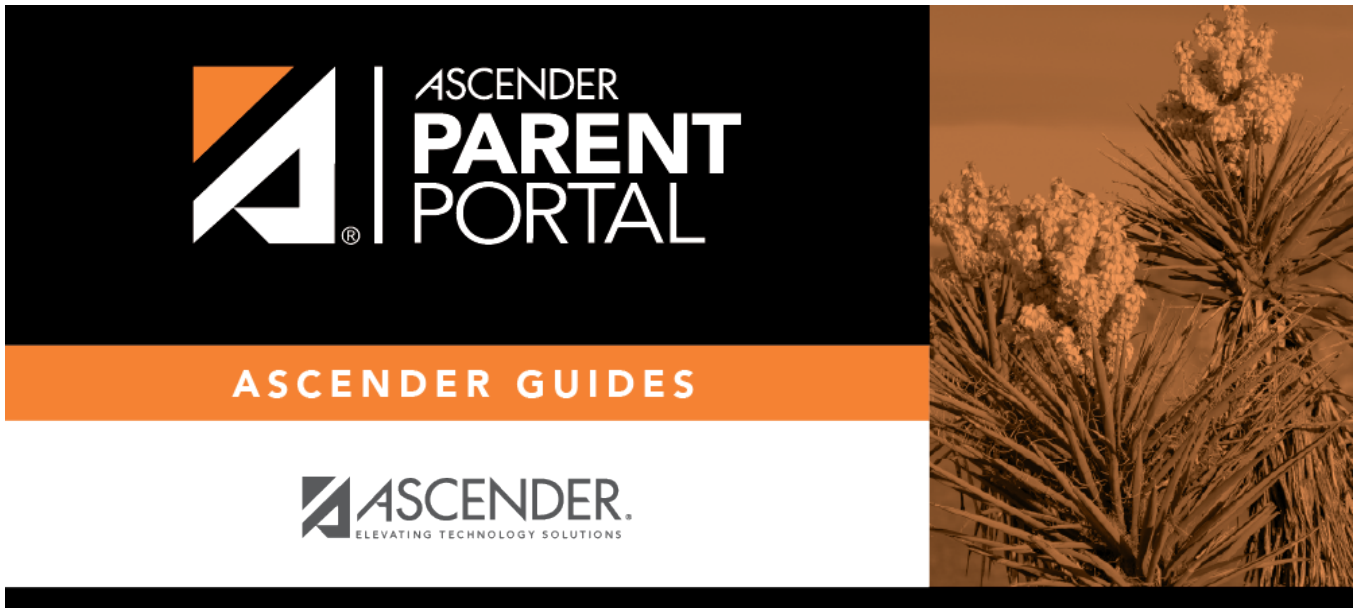
□ Under **Active Forms**:



- Hover over the new or existing 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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