admin_forms_edit_existing
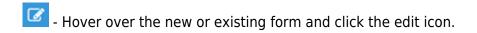
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ASCENDER ParentPortal Admin > Forms Management > Form Creator

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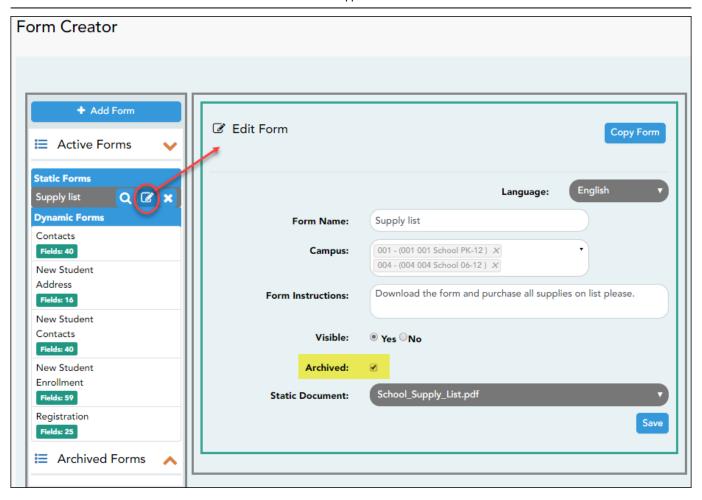
Edit a form:

❑ 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.

☐ 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 **Archived** and click **Save**.
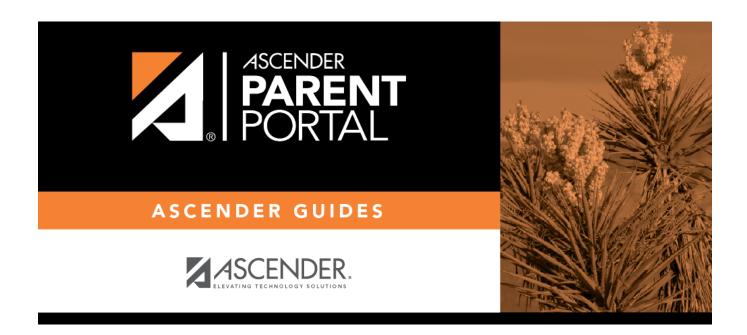
Delete a form:

☐ 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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