



ASCENDER GUIDES



forms_management_right

Table of Contents

Data on the number of existing forms and fields is displayed.

Some forms and fields are included automatically.

Archived forms include forms that may still be needed for reporting purposes but are no longer used for data collection. Forms can be archived (or un-archived) on the [Form Editor](#) page.

The screenshot shows the 'Forms Management' section of the 'Connect' system. The top navigation bar includes 'Connect', 'Forms Management', 'Static Documents', 'Form Fields', 'Forms', 'Form Groups', 'Online Registration', 'Form Usage', 'Admin', and 'Logout'. The 'Forms Management' section is active, displaying a list of management tasks on the left and a 'Summary Information' box on the right. The 'Summary Information' box is highlighted with a red border and contains the following data:

| Category | Item | Value |
|------------------|----------------------------------|-------|
| Active Forms | 24 forms are available | 24 |
| | 26 forms exist in groups | 26 |
| | 5 forms are dynamic | 5 |
| | 8 forms are static | 8 |
| | 11 forms are standard | 11 |
| Archived Forms | 0 forms have been archived | 0 |
| | 0 archived forms exist in groups | 0 |
| | 0 archived forms are dynamic | 0 |
| | 0 archived forms are static | 0 |
| | 0 archived forms are standard | 0 |
| Static Documents | 13 total documents available | 13 |
| | 8 documents created as forms | 8 |
| Form Fields | 180 fields are available | 180 |
| | 0 fields are being used in forms | 0 |

The left sidebar of the 'Forms Management' section lists the following tasks:

- Manage static documents**: Upload Word, PDF and other types of documents.
- Manage form fields**: Modify properties for form fields.
- Create and edit forms**: Create new forms and edit existing forms.
- Manage form groupings**: Create or edit groupings of forms.
- Monitor and manage user-entered data**: View statistical information about form usage and/or reset information from Online Enrollment system.



Back Cover