



ASCENDER GUIDES



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ASCENDER ParentPortal Admin > Form 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** (right) section 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, there is a sidebar with 'Active Forms' and 'Archived Forms' sections. Under 'Active Forms', there are 'Static Forms' (including 'Supply list') and 'Dynamic Forms' (including 'Contacts', 'New Student Address', 'New Student Contacts', 'New Student Enrollment', and 'Registration'). A red circle highlights the 'Edit Form' icon next to 'Supply list' in the 'Static Forms' list. An arrow points from this icon to the 'Edit Form' section on the right. The 'Edit Form' section includes a 'Copy Form' button, a 'Language' dropdown set to 'English', a 'Form Name' field with 'Supply list', a 'Campus' dropdown with two options, a 'Form Instructions' text area with the text 'Download the form and purchase all supplies on list please.', a 'Visible' section with radio buttons for 'Yes' (selected) and 'No', an 'Archived' checkbox which is checked, and a 'Static Document' dropdown with 'School_Supply_List.pdf'. A 'Save' button is at the bottom right of the 'Edit Form' section.

□ Under **Active Forms** (left):



- Hover over the new or existing form and click the edit icon.

The form details open in the **Edit Form** (right) section. Select **Archived** and click **Save**.

The form moves from the **Active Forms** list to the **Archived Forms** list.

The screenshot shows the 'Archived Forms' section of the Form Creator interface. It features a header 'Archived Forms' with a dropdown arrow. Below the header, there is a 'Static Forms' section with a blue background, containing the 'Supply list' form. Below that, there is a 'Dynamic Forms' section with a blue background.

Clear the **Archived** field if you want to make the form active again. The form will move back to the **Active Forms** list.

Delete a form:

Under **Active Forms** (left):



- 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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