



ASCENDER GUIDES



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 displays the 'Forms Management' section of the 'Connect' application. The navigation bar includes 'Forms Management', 'Static Documents', 'Form Fields', 'Forms', 'Form Groups', 'Online Registration', 'Form Usage', 'Admin', and 'Logout'. The 'Forms Management' page has a sub-header 'Forms Management' with the description 'Manage forms for student information updates.' Below this are five links: '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), and 'Monitor and manage user-entered data' (View statistical information about form usage and/or reset information from Online Enrollment system).

On the right, a 'Summary Information' box (highlighted with a red border) provides the following statistics:

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 - 0 forms have been archived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

A 'Help' button is located in the top right corner of the summary box.



Back Cover