

## **Delete Forms**

A list of all active forms in your district may be found by visiting **Settings > Form Settings**.

## **Deleting/deactivating forms**

Deleting a form:

- Will remove the form from the dropdown of forms that may be created
- Will remove the form from any filter buttons (you will no longer be able to filter a list by the given form)
- Will NOT delete any documents originally created with the form

## **Steps** To delete/deactivate forms:

- 1. Visit **Settings > Form Settings**.
- 2. Check the form(s) you wish to delete/deactivate.
- 3. Click the button **Actions > Delete**.
- 4. The form will no longer appear in the list.

## Undeleting/reactivating forms

**Steps** *To undelete/reactivate forms:* 

- 1. Visit Settings (left menu) > Form Settings.
- 2. Check the **deleted** checkbox in the gray bar. Click the **Search** button.
- 3. Check the form(s) you wish to undelete/reactivate.
- 4. Click the button **Actions > Undelete**.
- 5. Remove the check from the **deleted** checkbox. Click the **Search** button again.
- 6. The form will now appear in the active forms list.