samegoal

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.