

Form Administration

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Overview

As an Enterprise or Compliance Cloud administrator, you have control over your users forms.

Requirements

Enterprise

Compliance Cloud

For information on upgrading, please contact our Sales Department at sales@formassembly.com.

Search for a Form

You can search for a particular form by navigating to **Admin Dashboard** → **Forms** → **All Forms**.

You can search for a form by the form ID, form name, form content, username (of the owner), email (of the owner), user ID (of the owner), or spam filter value.

If you choose to search by form content, this will search all field labels, all HTML content, and all text content.

Once you have found the form you are looking for, you can perform any of the functions described below.

All Forms

FILTER

form name matches: Job Application Search reset

Change Form Owner

You may transfer the ownership of a form to another user. This is useful when a user is leaving the organization, or when the creator is not going to be maintaining the form. To change ownership of a form:

1. Look up the User ID of the new owner with the User tab search.
 2. Look up the Form ID of the form you'll be transferring under the **All Forms** search.
 3. *Browse to: **Admin Dashboard | Forms | All Forms*** and search for the Form ID you found above
 4. Use the dropdown menu on the right to select **Edit Properties**
 5. Replace the creator's User ID with the new one from Step 1.
 6. Click Apply.
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Delete Forms

To delete a form:

1. *Browse to: **Admin Dashboard | Forms | All Forms*** and search for the form you want to delete
2. Use the dropdown menu on the right to go to **Edit Properties**
3. Under **Expired** check the "**Check to delete this form**" box
4. Click **Apply**

You can undo this action and restore a form. See below for details.

Restore a Form

To restore a form:

1. Browse to: **Admin Dashboard | Forms | All Forms** and search for the form you want to restore
2. Use the dropdown menu on the right to go to **Edit Properties**
3. Under **Expired** uncheck the "**Check to delete this form**" box
4. Click **Apply**

The form will become available again, and collected data will be restored.

Preview Forms

You can preview forms that you have selected to be templates.

- Browse to: **Admin Dashboard | Templates**
- Click on the **Preview** button next to the form.

Forms will not submit a response from this page.

Edit Properties Options

Here's an overview of what you can change as an Administrator on the Edit Properties page:

- Change Form Name
- Update Moderation Status
- Change Form Language
- Update Status
- Enable/Disable SSL
- Enable/Disable Captcha
- Enable/Disable Save & Resume
- Enable/Disable Confirmation Page
- List as a Template
- Set Category and/or Subcategory
- Change Form Owner
- Delete and Restore Form

You may also see the form's version number, the date of creation, and last modified date.
