

Change the Status of a Form

Home > EMResource > Guide - Form Configuration > Change the Status of a Form



Active forms are available to people who have the right to activate them.

You can remove a form from circulation by changing its active status. People with rights to that form can still view the deactivated form. In addition, instances of the newly deactivated form that are already in people's pending forms queue are unaffected by this change.

How to notify: ☒ Check if notify via web
☐ Check if notify via email
☐ Check if notify via pager

Read Receipt: ☐ Check if a read receipt should be sent when the form is completed

Notification Sound: ** Incoming Message

Mandatory: ☒ Check if user may NOT dismiss form.

Active: ☒ Check if form is active

To change the status of a form

1. In the main menu, click **Form** and then click **Configure Forms**. The *Form Configuration* page opens.
2. Locate the form and, on that row, click **Edit**. The *Edit Form Template* page opens.
3. Take one of these actions.
 - a. To make the form available to authorized people, select the **Active** checkbox.
 - b. To remove the form from circulation, clear the **Active** checkbox.
4. Click **Next**. The second page opens.
5. Click **Next**. The *Form Configuration* page opens.