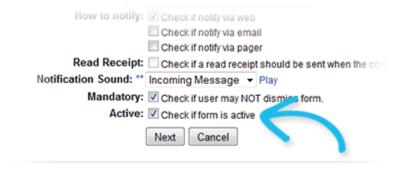# Change the Status of a Form

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.

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.