Edit a Form Template

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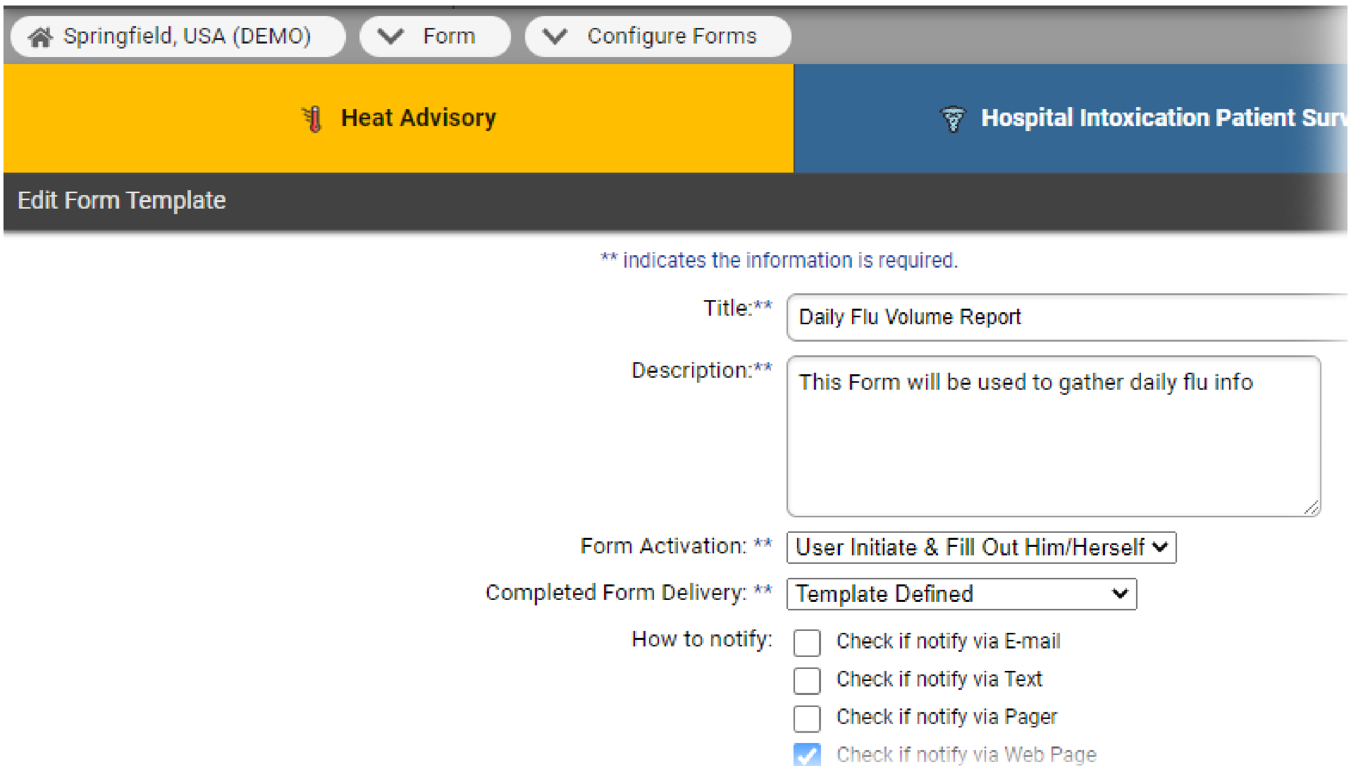
If you have the appropriate rights, you can edit a form template and change the users and/or resources that have access to the form.



You can enable the **Read Receipt** feature for forms that are configured to be activated and completed by the same user. For details, refer to About Forms.

To edit a form template

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. Enter or update the information as necessary.

   Tip: *For details on how the workflow differs based on who initiates and completes the form and how it is delivered, see the procedures in Create a Form Template.*
4. Click **Next**. The pages that open allow you to update one or more of the following, depending on your activation and delivery selections.
   - Form activation status type and status changes that trigger the form
   - Users assigned to complete the form
   - Resources assigned to complete the form
   - Recipients of the completed form
5. Enter or update the information as necessary.
6. Click **Next**. At the end of the process, the *Form Configuration* page opens.