

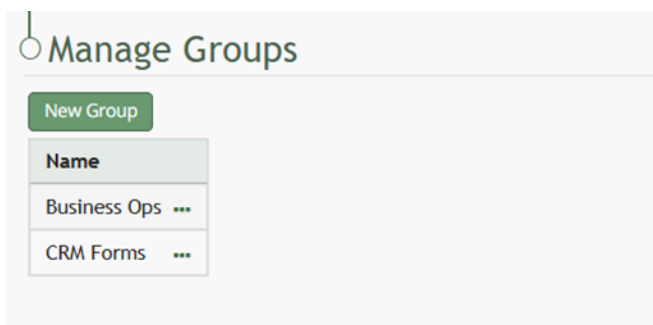
Form Groups Page

The Groups Page in the Forms Module is accessible on the Main Menu. The Groups Page is utilized for organizational function and allows forms to be grouped together for efficiency and ease of use.

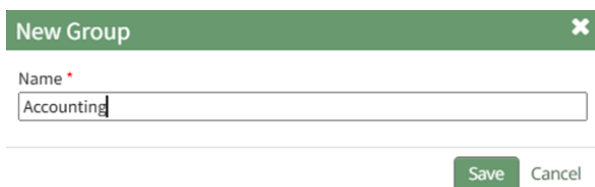
New Groups are created on the Manage Groups Page by clicking the New Group button.

How To: Add a Forms Group

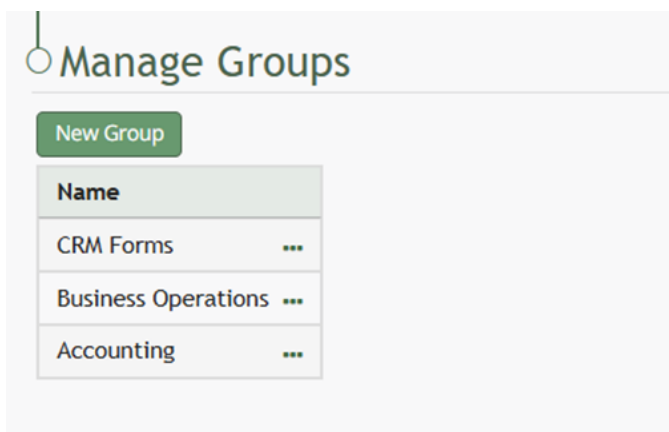
To add a group in the Forms Module, select Groups on the Main Menu and go to the Manage Groups Page in the Forms Module.



Select the “New Group” button opening the New Group Modal. Input the name of the new group.

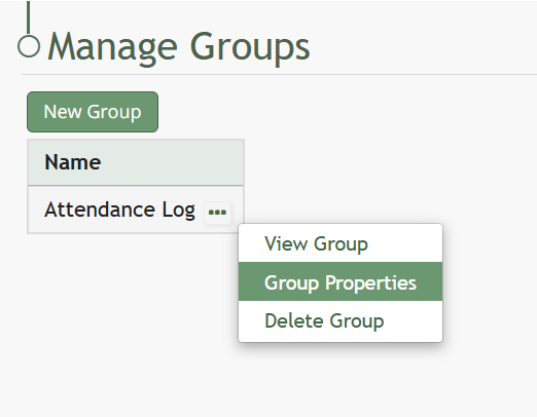


Select “Save” and the new group will now show in the Form Groups Table on the Manage Groups Page.





The Groups Table on the Manage Groups Page lists all groups in alphabetical order. When clicked, the three-dot icon to the right of the group name opens a context menu. The options included in the context menu are explained in the table below.

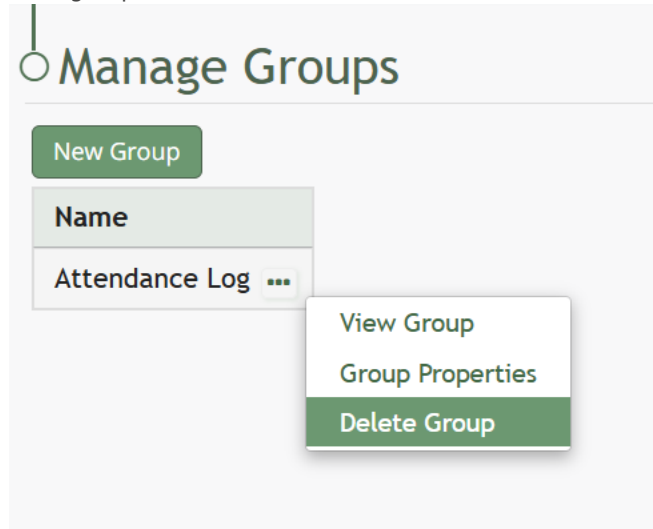
Groups Table Context Menu Option Explanations	
Option	Explanation
View Group	Selecting View Group from the context menu opens the View Group Modal that states the group name.
Group Properties	<p>Selecting Group Properties from the context menu opens the Group Properties Modal that allows an individual to change the group name.</p> <div data-bbox="577 929 1485 1937" style="border: 1px solid #ccc; padding: 10px;"> <p>How To: Edit a Forms Group</p> <p>To edit a group in the Forms Module, select Groups on the Main Menu and go to the Manage Groups Page in the Forms Module. Click the three-dot icon to the right of the forms group you wish to edit opening the form group context menu.</p>  <p>Select "Edit Group" opening the Edit Group Modal.</p> <div data-bbox="603 1601 1356 1836" style="border: 1px solid #ccc; padding: 5px;"> <p>Group Properties ✕</p> <p>Name *</p> <input type="text" value="Attendance Log"/></div> <p style="text-align: right;">Save Cancel</p> <p>Edit the group name as desired and select "Save" when done. The name change will now be reflected in title on the Form Groups Table.</p> </div>

Delete Group

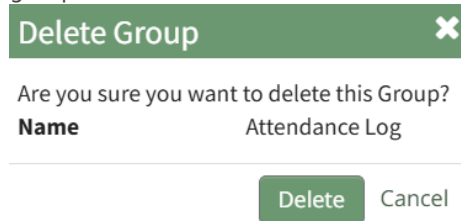
Selecting Delete Group from the context menu opens the Delete Group Confirmation Modal, which, when confirmed, will delete the group.

How To: Delete a Forms Group

To delete a group in the Forms Module, select Groups on the Main Menu and go to the Manage Groups Page in the Forms Module. Click the three-dot icon to the right of the forms group you wish to delete opening the form group context menu.



Select "Delete Group" opening the Delete Group Confirmation Modal which states, "Are you sure you want to delete this Group?" and includes the group name.



Select "Delete" and a confirmation modal will confirm "This group has been deleted."



The group name will no longer show on the Form Groups Table.

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