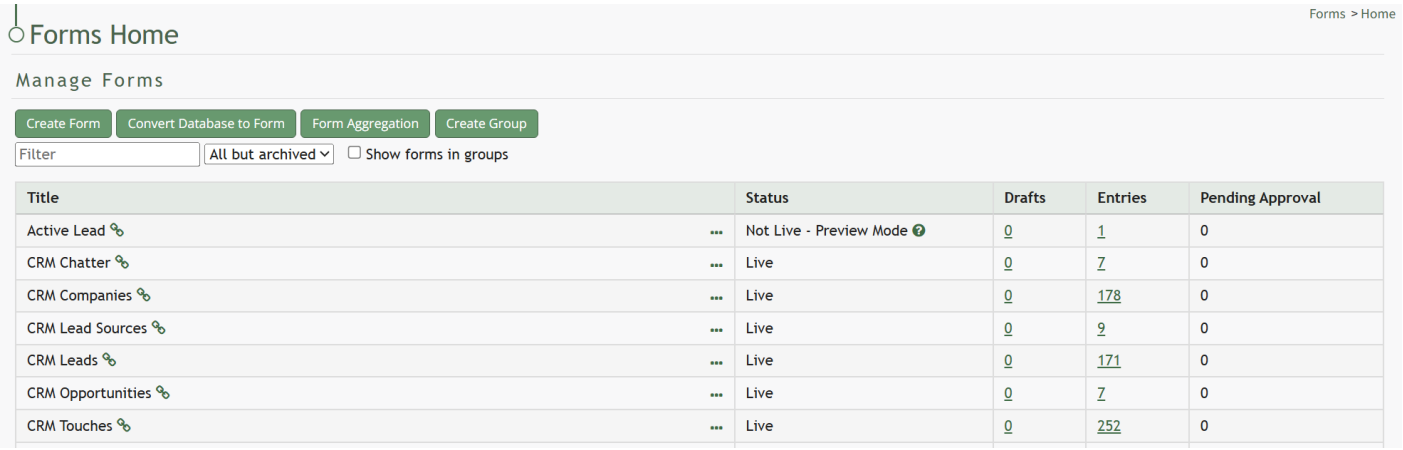
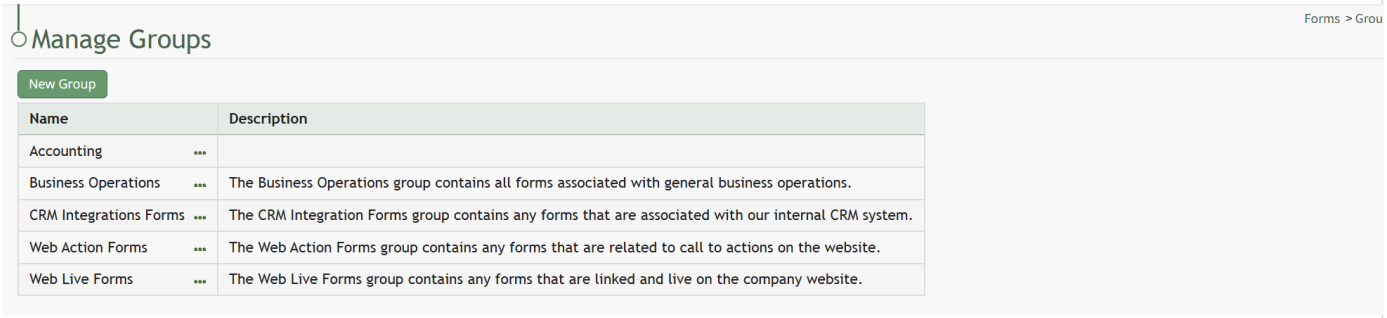
Add Forms to a Group



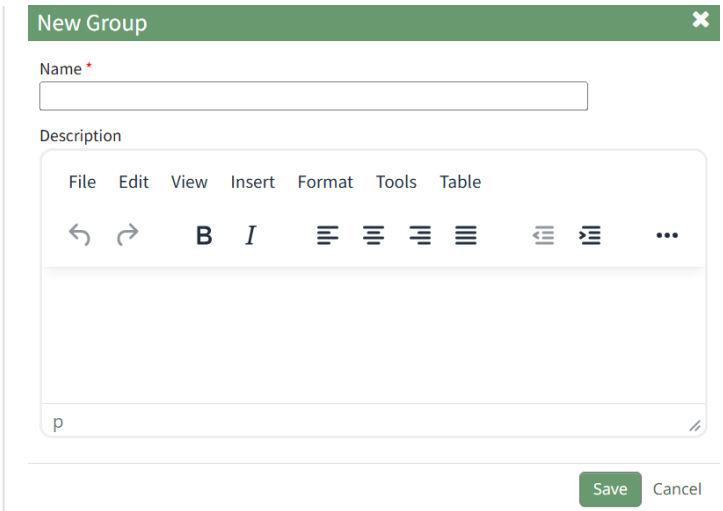
> In order for forms to be placed into groups, form groups have to be created first.

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.

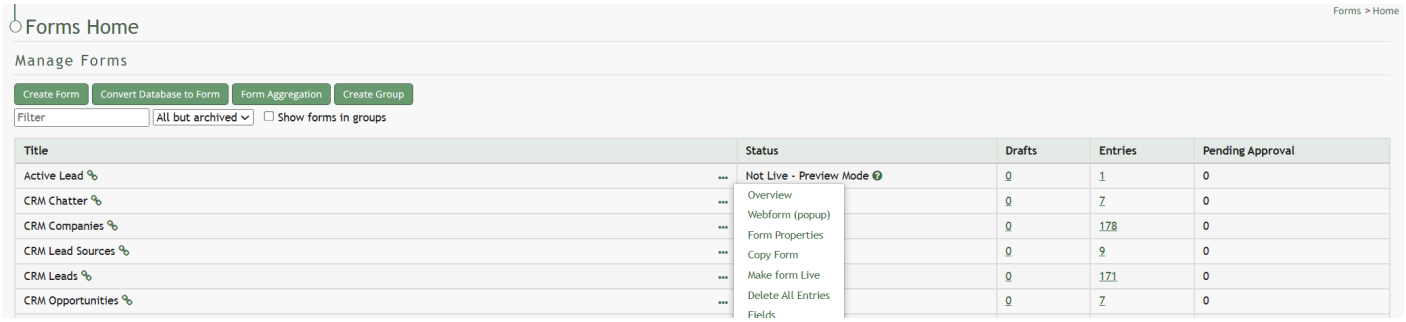


Select the “New Group” button opening the New Group Modal. Input the name of the new group and a description of the forms to be included in it.

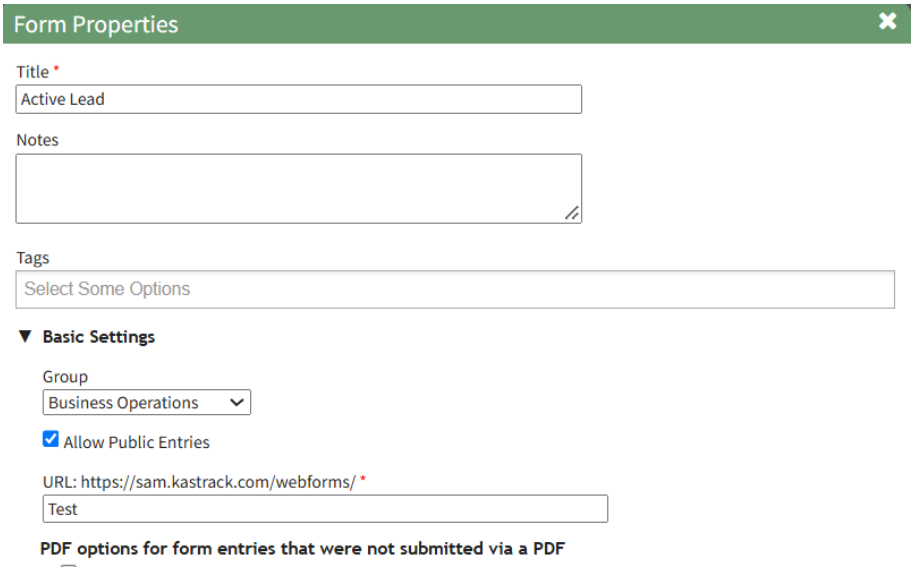


Select “Save” and the new group will now show in the Form Groups Table on the Manage Groups Page.

Clicking the three-dot icon to the right of the Form Title opens the Form Table Context Menu.

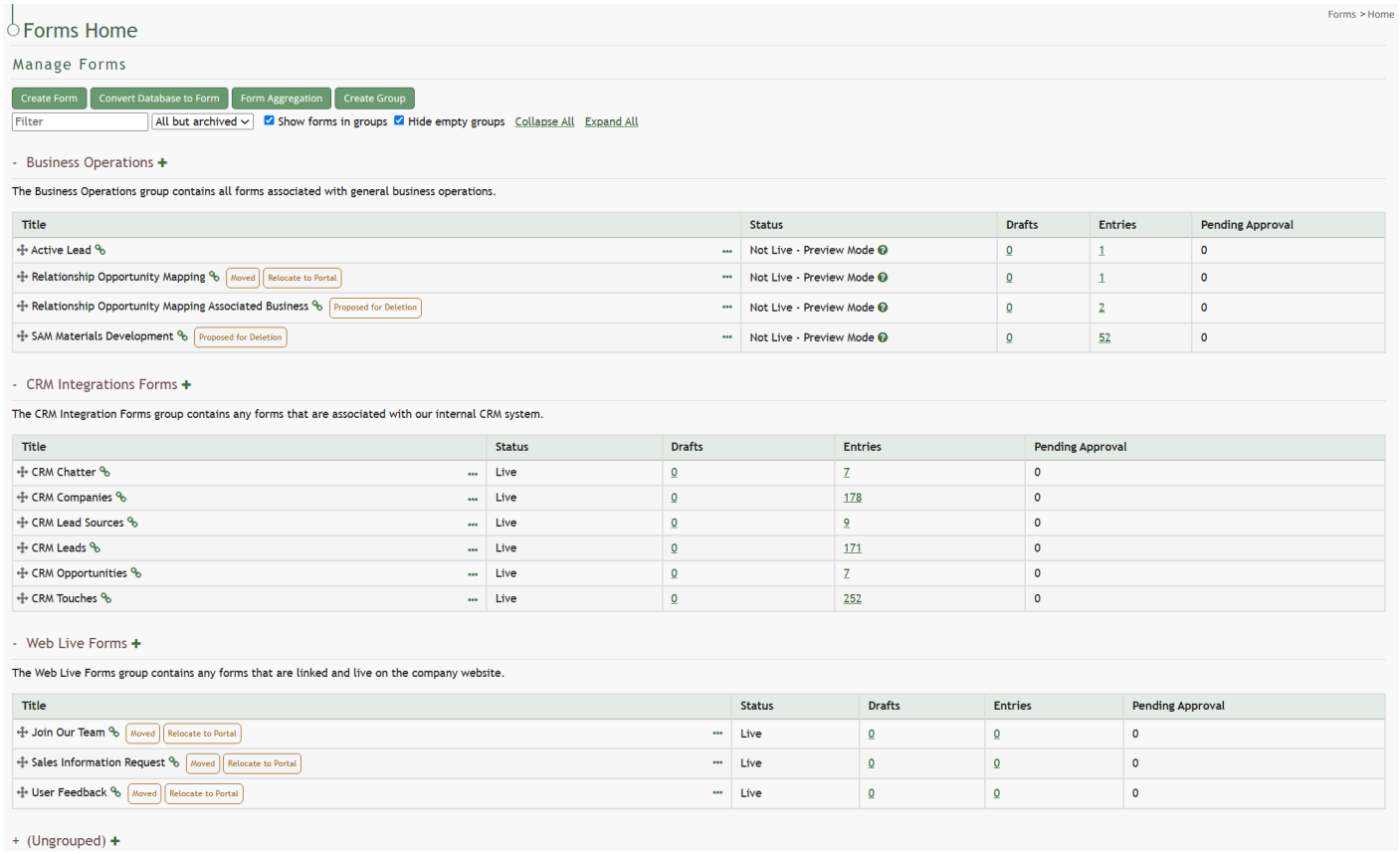


Select the Form Properties option to open the Form Properties Modal.



The Form Group can be edited by selecting the Group in the Basic Settings Section from a dropdown menu.

When groups have been added to the Forms Module, the Forms Table on the Home Page is broken into different sections for each group. Clicking the Show Forms in Groups Checkbox will reorganize the Home Page.



To place forms into groups, drag the form by the directional arrow to the left of the Form Title into the desired Group Table.

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