

Create a Folder for Custom Forms in Forms Manager

Summary:

Create a Custom Forms Folder

Problem / Goal:

Create a place to store forms that have data or have been modified.

Solution:

1. Click the yellow folder in the upper-left.



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	Manager
Product Version(s):	9, 10
Categories:	

2. Right-click in the popup and click New > New Folder and when the folder appears, name it Custom Forms.



3. Click once in the empty area of the popup and then click the white X in the red box in the upper-right corner to close the popup.



 When entering data onto a form that you wish to save or when modifying a form for future use as a new template, you may save it into the new Custom Forms folder.

This will be useful for storing an Accident Form or a Performance Appraisal or Employment Application for a particular individual and for storing new custom templates.

Document URL:	
Document for:	Internal
	Public

4. Click the yellow folder in the upper-left.



5. When the popup opens, you will see your new folder at the top.

Open Gradienc	e Forms	? 🛛
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My Recent Documents	Custom Forms Ausence report.ofm Customer Report.ofm Affirmative Action Information Form A.ofm Affirmative Action Information Form B.ofm	Employment Application Long For Employment Application Long For Employment Application Long For Employment Application Long For Employment Application Long For
Desktop	Attendance History.ofm Attendance Tracking 2011.ofm Attendance Tracking 2012.ofm Counseling Report.ofm	Employment Application Long For Employment Application Long For Employment Application Long For Employment Application Short For
My Documents	Employee Warning Notice.ofm Employment Application Long Form CA.ofm Employment Application Long Form CT.ofm Employment Application Long Form FL.ofm	를 Employment Application Short For 를 Employment Application Short For 를 Employment Application Short For 를 Employment Application Short For
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ED Network	File pame:	<u>Open</u>
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