

Create a Folder for Custom Forms in Forms Manager

Summary:

Create a Custom Forms Folder

Problem / Goal:

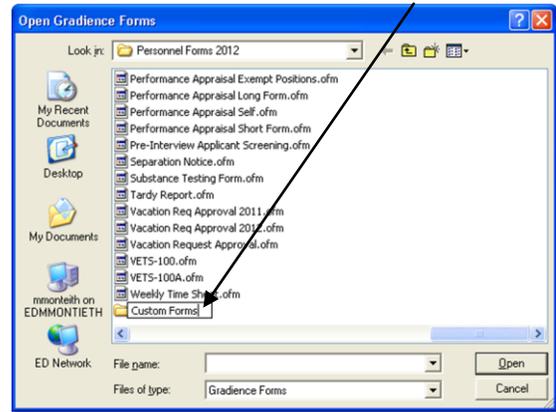
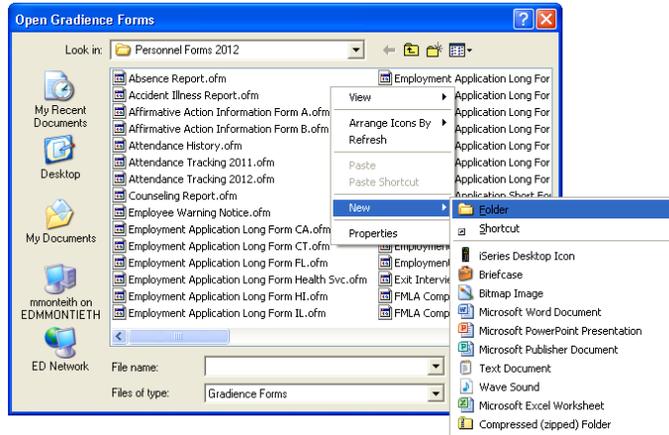
Create a place to store forms that have data or have been modified.

Solution:

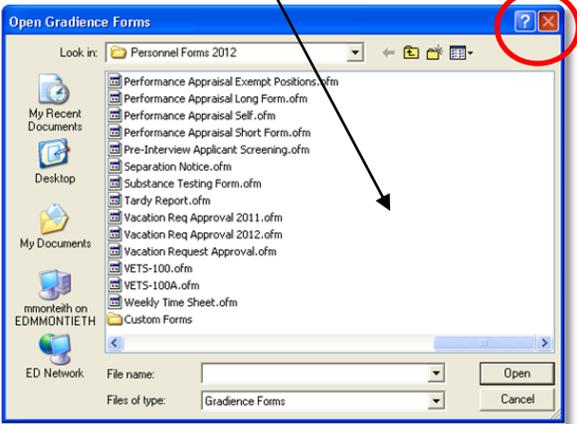
1. Click the yellow folder in the upper-left.
2. Right-click in the popup and click **New > New Folder** and when the folder appears, name it **Custom Forms**.



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Product Version(s):	9, 10
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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.

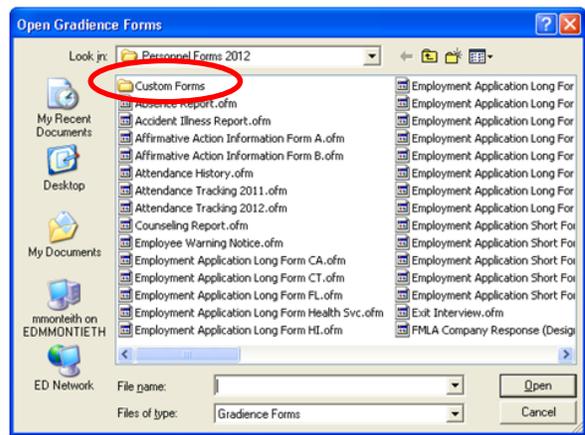


4. Click the yellow folder in the upper-left.
5. When the popup opens, you will see your new folder at the top.



6. 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