

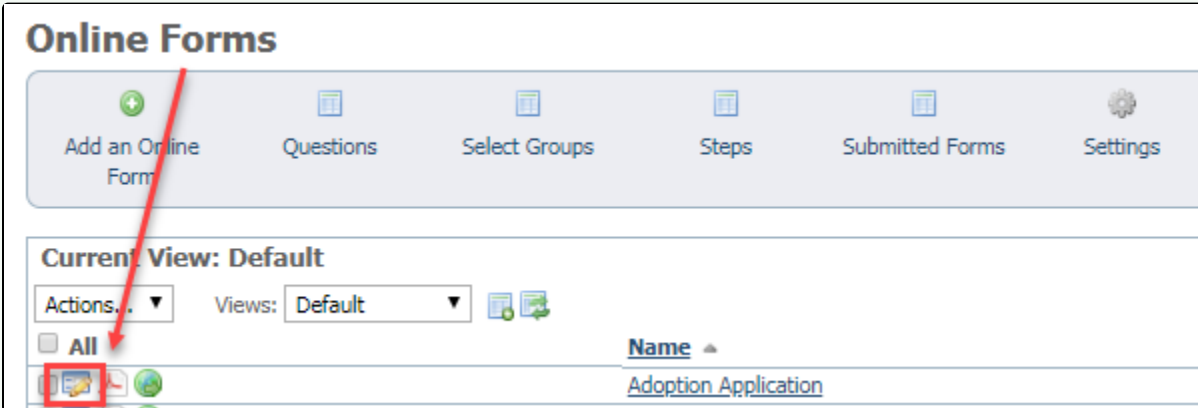
Enabling or disabling a form

Enabling a form means that you are making it available for people to fill out. If it's a public form, you are making it available to the public.

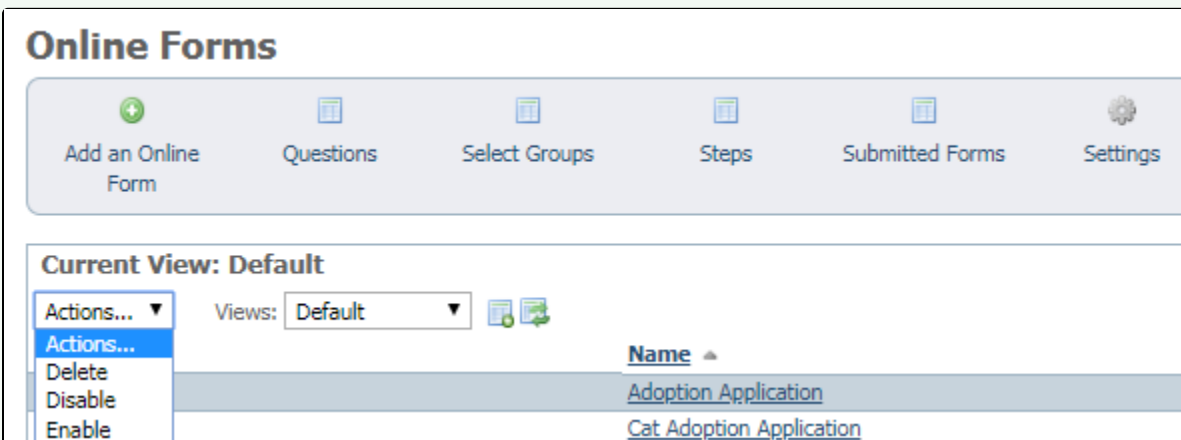


Where do I find it?

To enable or disable an existing form, go to **Features > Online Forms** and from the list of your forms, click the **Edit** icon next to the form or forms you want to change. You can also click the name of the form in the list and select the **Edit** button beneath the form.



You can also enable and disable a form directly from the list of forms. Check the form or forms and from the Actions drop-down menu, select the action you want to perform.



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Enabling or disabling a form

When you create a form, you select whether to enable the form to make it available to visitors to your website, or disable it, for instance, if it's not complete or if you want another volunteer to review it or try it out before publishing it for your visitors to fill out.

Once a form is complete and enabled, you can disable it at any time.

Enabling and disabling are called the form **Statuses**. This status is different from the status assigned to submitted forms later, once a visitor has filled out the form and submitted it.

Changing the status of a form

When creating a new form, you first create the structure of the form.

In this first section, you can select to enable the form immediately, or you can select to disable the form so that you can enable it later. Remember, until you add questions, the form won't have anything for a visitor to fill out.

Existing forms can be disabled, for instance to change a question, and then enabled again. You can also use this feature when you are creating a replacement form. To change the status on an existing form, scroll to the form from the list of online forms and click the **Edit** icon to the left of the name. Or you can click the form name and click the **Edit** button below the form. Either way, you will change the status to **Enabled** or **Disabled** by selecting the appropriate radio button.

Status *

☐ Enabled ☒ Disabled

You can also enable or disable a form directly from the list of forms by checking the box to the left of the name of the form, then selecting the action you want to perform from the drop-down **Actions** menu.

The status of the form is displayed, along with the other structural information, when you click the name of the form in the list of forms.

Online Form Adoption Application

[« Online Forms](#)

Questions (0)

Steps (0)

Submitted Forms (0)

Get iFrame HTML

Name

Adoption Application

Type

Adoption

Security

Public

Allow multiple submissions by one user?

No

Allow unregistered users to submit this form?

No

Show all questions on one page?

No

Submission Fee

Form Submission Comment

Form Introduction

[View and update the form introduction here.](#)

Default Assignee

None

Alert Email Addresses

Reply to Email Address

Contact Fields Collected

Address
Home Phone
Work Phone
Cell Phone
Alternate Email
Pager/Text Email

Status

Disabled

Pages

Questions

0

Delete

Edit

Popular Questions

We can't find any questions. Check the topic exists.

Have a question about this topic?