

Form Builder - Deleting/Reactivating Forms/Tabs

 supportcenter.nc4.com/hc/en-us/articles/218885457-Form-BUILDER-Deleting-Reactivating-Forms-Tabs

E Team users have the option to delete form/tab designs from both the *Active* and *Inactive* views within Form Builder.

Where the action is taken determines whether the design is permanently deleted or just removed from the *Active* view. When deleted from the *Active* view, a form design can be "reactivated" and reused. When deleted from the *Inactive* view, the form design is permanently removed from your database.

Deleting in the *Active* View

Using the *Delete* option from within this view moves the design to the *Inactive* view only. Before a form or tab design can be removed from the *Active* view it must be **unpublished** from E Team. Therefore only those form and tabs capable of being set to inactive will display the associated red "X" in the *Delete* column of the *Active* view.

1. Locate the form or tab to be removed from the *Active* view.
2. Click the red "X" in the *Delete* column to the right of the listing.
3. A confirmation dialog displays.
 - Click *Cancel* to close the confirmation dialog without deleting the design.
 - Click *OK* to proceed and delete the design from the *Active* view.
4. A success dialog displays confirming that your design has been moved to inactive status. Click OK to return to the Form Builder Manager main screen.
 - The form will no longer be listed in the *Active* view.
 - The form will now be listed in the *Inactive* view.
 - Form instances will no longer be available in E Team History or Archive views. The data is retained, however not accessible. To view form instances in E Team History or Archive you **MUST** *reactivate* the design.

Reactivating a Form/Tab

To reactivate a form or tab design:

1. In Form Builder Manager select *View Inactive*.
2. Locate the form or tab to be reactivated.
3. Click on the icon in the *Activate* column to the right of the listing.
4. A confirmation dialog displays.
 - Click *Cancel* to close the confirmation dialog without reactivating the design.
 - Click *OK* to proceed and move the design back into the *Active* view.
5. A success dialog displays confirming that your design has been moved to active status. Click OK to return to the Form Builder Manager main screen.
 - The form/tab will no longer be listed in the *Inactive* view.
 - The form/tab will again be listed in the *Active* view.
 - All prior form instances will again be available in E Team History and Archive views.
 - The form/tab can be updated and republished as needed.

Deleting in the *Inactive* View

You can **ONLY** permanently delete a form or tab design from within the *Inactive* view. Only forms/tabs that have NEVER been published can be permanently deleted. E Team prevents the deletion of designs that have been previously published to ensure all history versions of any form or tab instances can be viewed for any future needs.

1. In Form Builder Manager select *View Inactive*.
2. Locate the form or tab to be deleted.
3. Click the red "X" in the *Delete* column to the right of the listing.
 - A confirmation dialog displays.
 - Click *Cancel* to close the confirmation dialog without permanently deleting the design.
 - Click *OK* to proceed and delete the design from your system. You will be returned to the Form Builder Manager main screen *Active* view.