


Form Categories

Form Categories allows you to categorise your electronic forms. If you have many forms, then the categories will help to organise and develop your forms.

Set up Form Categories via the Settings Area

To create a form category select the *Add Form Category* button at the top-left of the page:

Form Categories

Form Category Name	# Forms	
<input type="text"/>	0	✓ UPDATE ⌂ CANCEL
 Calibration	8	✎ EDIT ✕ DELETE
Meters	2	✎ EDIT ✕ DELETE

This will create a new row in the list for you to populate with the new Form Category Name. You can then select *Update* in order to save the new category and add it to the list.

You can also *Edit* and / or *Delete* the *Form Category* information once it has been added to the list.

Within the list there is a column which displays the number of forms associated with that form category.

You also have the option to export the list as an Excel spreadsheet by selecting the *Excel* button at the top-right of the page.