









Categorizing forms

	This tutorial explains how to categorize a form once it's been made.
	Settings > Database manager > choose manage forms for the target group you need
	A user is a person managing the EConsort application. An applicant is an applying student. A student is an applicant who has been admitted.
	Printscreens in this tutorial are centered and indicated by a box .
	Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ The menu *Uncategorized form* collects all forms that haven't been categorized yet.

- **APPLICATION FORM:**
 - Student form 
 - test aanmelding student
 - Application MyEconomics electives (PhD candidates) 
 - test
 - Test applicatie
 - Application project X
- **EVALUATION FORM:**
 - Evaluation form
 - Evaluatie 2013
- **MANAGEMENT FORM:**
 - Management form
 - This is a form example
 - Thesislijst
 - List of teachers
- **Uncategorized form:**
 - Thesislist
 - Application MARES cohort2014 
 - clone_management

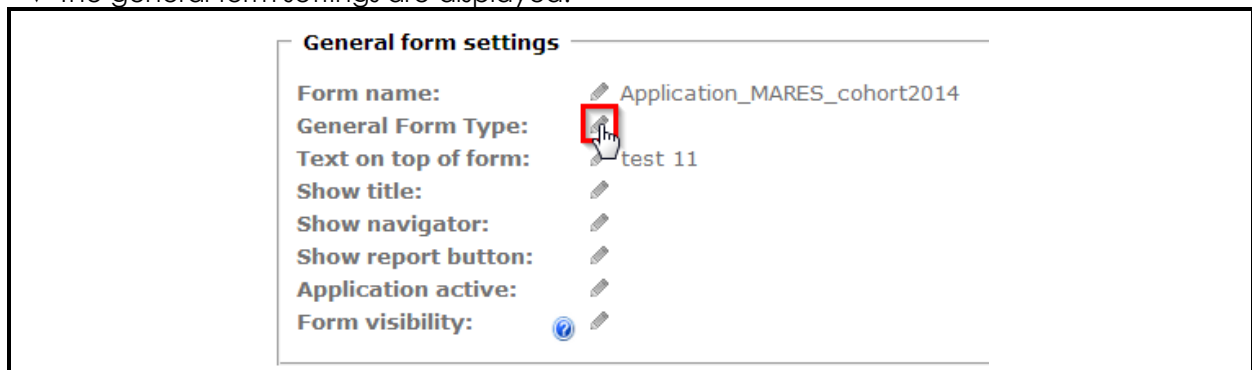
▲ Click the form you want to categorize.

▼ The different editing options are displayed:



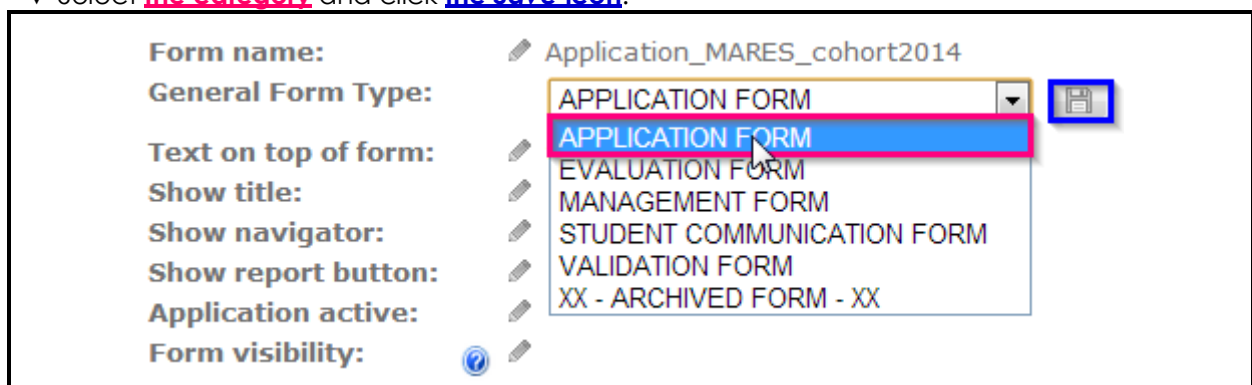
▲ Choose edit form settings.

▼ The general form settings are displayed:












▲ Click the pencil next to General Form Type.


▼ Select the category and click the Save icon.



▼ **The form** can now be found under **the category you chose**:

- **APPLICATION FORM**
 - Student form 
 - test aanmelding student
 - Application MyEconomics electives (PhD candidates) 
 - test
 - **Application MARES cohort2014**
 -  - edit fields and categories
 -  - edit form settings
 -  - access special form options
 -  - delete
 -  - preview in management layout
 -  - preview in application form layout
 -  - generate full form report
 - Test applicatie
 - Application project X

▼ The form category can be changed in the same way: by clicking **the pencil** in the *edit form settings* menu.

General Form Type:	 APPLICATION FORM
Text on top of form:	test 11



A category is only displayed in the form list if it contains (a) form(s).