

# Manage Templates

Form and control templates are managed by the Live Forms tenant admin. Forms can be published as templates by the tenant admin or by any user in the tenant but only the tenant admin can permanently remove templates from the database or add them to the New Forms Wizard. Template menu items are only accessible if you are logged into Live Forms.



## On This Page:

- Manage Form Templates
- Manage Control Templates

# Manage Form Templates

Form Templates can be permanently removed from the database or added to the new form wizard which appears every time you create a new form by clicking the



icon on the [Forms Home Page](#). Login as the tenant admin. Click **Manage Form Templates** or **Home** then **Templates** on the left sidebar. You can locate your published templates by clicking on **Forms by Category** or **Forms by Tag**.

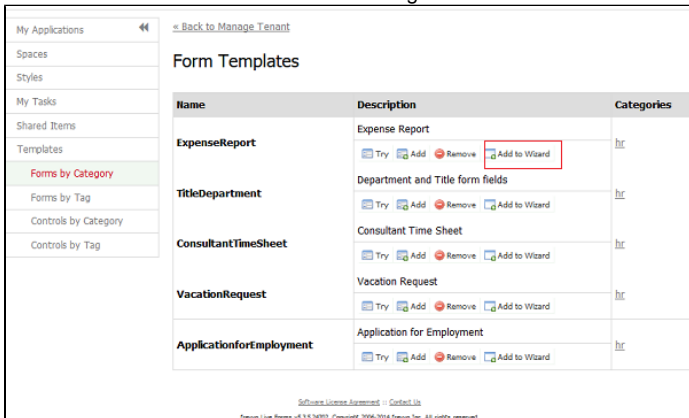
Click on the category or tag to display the list of published forms. Click the



icon to remove the form template from the database. If the published form is not added to the New Form Wizard, clicking the



icon will add it. Notice **Add to Wizard** changes to **Remove from Wizard**. Click this to remove the form template from the wizard.



My Applications << = Back to Manage Tenant

Spaces

Styles

My Tasks

Shared Items

Templates

- Forms by Category
- Forms by Tag
- Controls by Category
- Controls by Tag

### Form Templates

Name	Description	Categories
ExpenseReport	Expense Report Try Add Remove Remove from Wizard	hr
TitleDepartment	Department and Title form fields Try Add Remove Remove from Wizard	hr
ApplicationforEmployment	Application for Employment Try Add Remove Remove from Wizard	hr
VacationRequest	Vacation Request Try Add Remove Remove from Wizard	hr
ConsultantTimeSheet	Consultant Time Sheet Try Add Remove Remove from Wizard	hr

Software License Agreement - Contact Us  
 Trevo Live Forms v5.15.24702, Copyright 2006-2014 Trevo Inc. All rights reserved.

My Applications << = Back to Manage Tenant

Spaces

Styles

My Tasks

Shared Items

Templates

- Forms by Category
- Forms by Tag
- Controls by Category
- Controls by Tag

### Form Templates

All form templates tagged with consultant.

Name	Description	Tags
ConsultantTimeSheet	Consultant Time Sheet Try Add Remove Add to Wizard	consultant, time, sheet

Software License Agreement - Contact Us  
 Trevo Live Forms v5.15.24702, Copyright 2006-2014 Trevo Inc. All rights reserved.

My Applications << = Back to Manage Tenant

Spaces

Styles

My Tasks

Shared Items

Templates

- Forms by Category
- Forms by Tag
- Controls by Category
- Controls by Tag

### Form Templates

All form templates tagged with consultant.

Name	Description	Tags
ConsultantTimeSheet	Consultant Time Sheet Try Add Remove Remove from Wizard	consultant, time, sheet

Software License Agreement - Contact Us  
 Trevo Live Forms v5.15.24702, Copyright 2006-2014 Trevo Inc. All rights reserved.

This is how the New Form Wizard looks after the Expense Report, Vacation Request and Consultant Time Sheet templates forms are added.

Select a template ✕

Blank

ExpenseReport

ConsultantTimeSheet

TitleDepartment

ApplicationforEmployment

VacationRequest

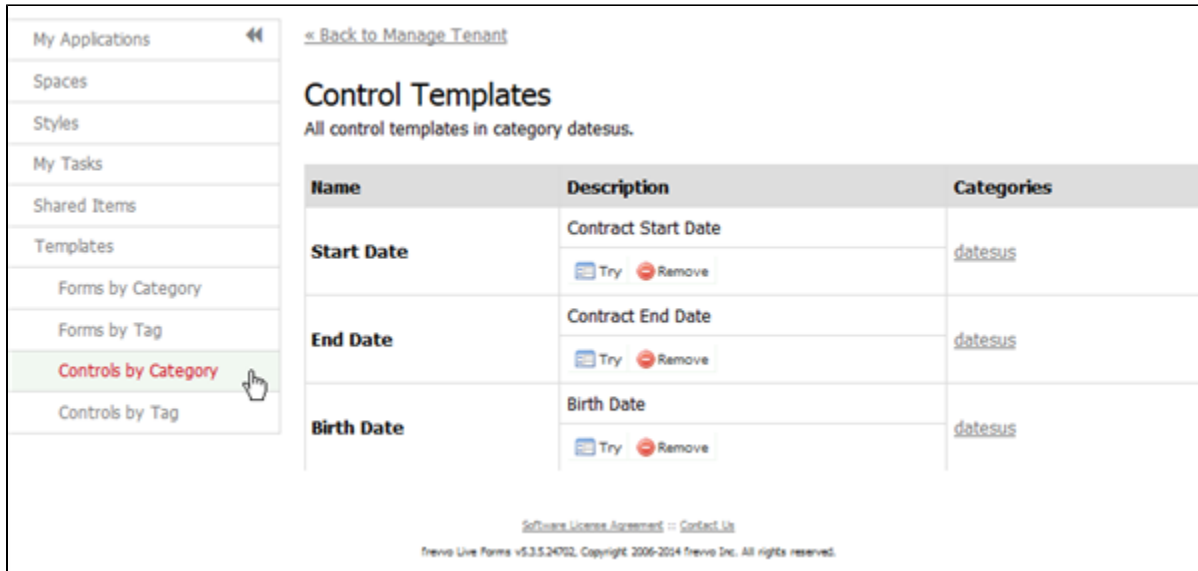
#### Template

Please select a template. Your new form will be initially created with fields from the selected template.

Finish

# Manage Control Templates

Control Templates, added by designers in a tenant, can be deleted from the database by the tenant admin. Click **Manage Control Templates** on the tenant admin page or navigate to **Templates > Controls by Category** or **Templates > Controls by Tags** on the tenant admin Home page. There you will see the list of published controls and can remove them one by one.



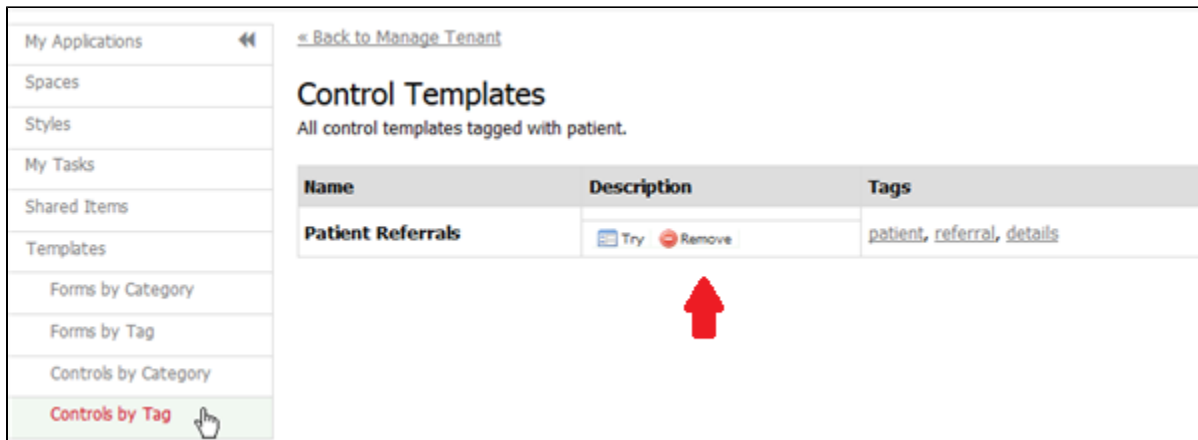
My Applications << << Back to Manage Tenant

## Control Templates

All control templates in category datesus.

Name	Description	Categories
<b>Start Date</b>	Contract Start Date <a href="#">Try</a> <a href="#">Remove</a>	<a href="#">datesus</a>
<b>End Date</b>	Contract End Date <a href="#">Try</a> <a href="#">Remove</a>	<a href="#">datesus</a>
<b>Birth Date</b>	Birth Date <a href="#">Try</a> <a href="#">Remove</a>	<a href="#">datesus</a>

Software License Agreement | Contact Us  
Trevo Live Forms v5.3.5.24702, Copyright 2006-2014 Trevo Inc. All rights reserved.



My Applications << << Back to Manage Tenant

## Control Templates

All control templates tagged with patient.

Name	Description	Tags
<b>Patient Referrals</b>	<a href="#">Try</a> <a href="#">Remove</a>	<a href="#">patient</a> , <a href="#">referral</a> , <a href="#">details</a>

A red arrow points to the 'Remove' button in the 'Patient Referrals' row.