

# Forms Admin

The **Forms** options allow users to communicate with the organization about special requests.

**Please note:** The Forms module has been refactored, and has new functionality. New Forms are only operational on the OPS-COM app. Existing form data is not compatible with the new format, which means any old forms will need to be recreated in the new form format.

## Quick Steps:

1. Hover over the **User Management icon** then **List Forms**.
2. On the **Forms** page you can view or edit existing forms or **+Add Form** to create a new form.

Make sure admins have **Edit Forms** and **View Forms** permissions enabled.

## Step-by-Step Instructions:

1. **Hover over the User Management icon** then **List Forms**. This will show the Forms module.
2. You will now have two options:
  - **Edit Form:** In the list of all the forms you have created, click the Edit icon.
  - **Add Form:** This allows you to create new forms for your users.

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