


Unite Education Program v9.0



Job Aid: 5802

Edit a Section for a FlexApp




Once you add a section to a FlexApp, you can make edits based on the type of section. If the section is a standard section, you can configure question options if available. You cannot configure the questions or question order for standard sections. If the section is a converted or a custom section, you can configure the questions and the question order. For custom sections, you can also change the name. The steps for editing sections differ depending on whether you want to edit a standard section or edit a converted or custom section.

To edit a standard section

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Form Design* tab.
4. Verify you are on the *FlexApp* grid.
5. In the **Name** column, click the FlexApp you want to configure.
6. Click the *Application* tab.
7. Click and expand the *Sections* section.
8. In the *Selected Sections* list, click the name of the section you want to edit.
9. Review the standard questions and configure question options if available.
10. Click  .
11. Preview the FlexApp and verify your changes.




12. Click  .
13. Click  to close the *Edit FlexApp* window.


To edit a converted or custom section

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Form Design* tab.
4. Verify you are on the *FlexApp* grid.
5. In the **Name** column, click the FlexApp you want to configure.
6. Click the *Application* tab.
7. Click and expand the *Sections* section.
8. In the *Selected Sections* list, locate the section you want to edit.
9. If you want to edit the name of a custom section, click  next to the **Section Type** column. Enter the new name in the **Section Name** column. Click  . Then click  .

Note

You cannot change the name of standard or converted sections.

10. If you want to configure questions for a converted or a custom section, click the name of the section. Configure the questions. Click  . Then click  to close the questions window.
11. Preview the FlexApp and verify your changes.
12. Click  .

13. Click  to close the *Edit FlexApp* window.

Related resources

- 5804 - Add a Section to a FlexApp
- 5807 - Reorder Sections for a FlexApp
- 5808 - Delete a Section from a FlexApp