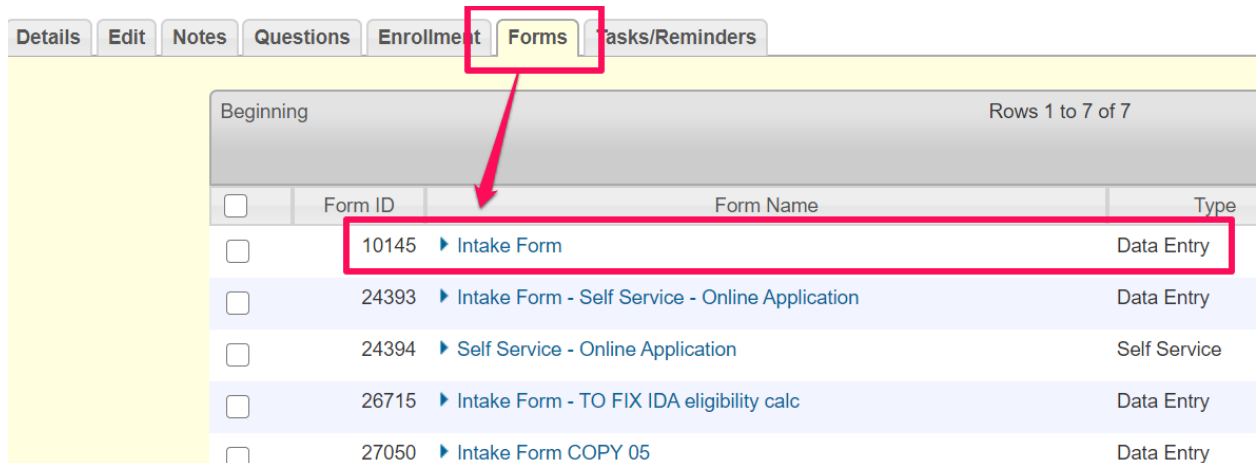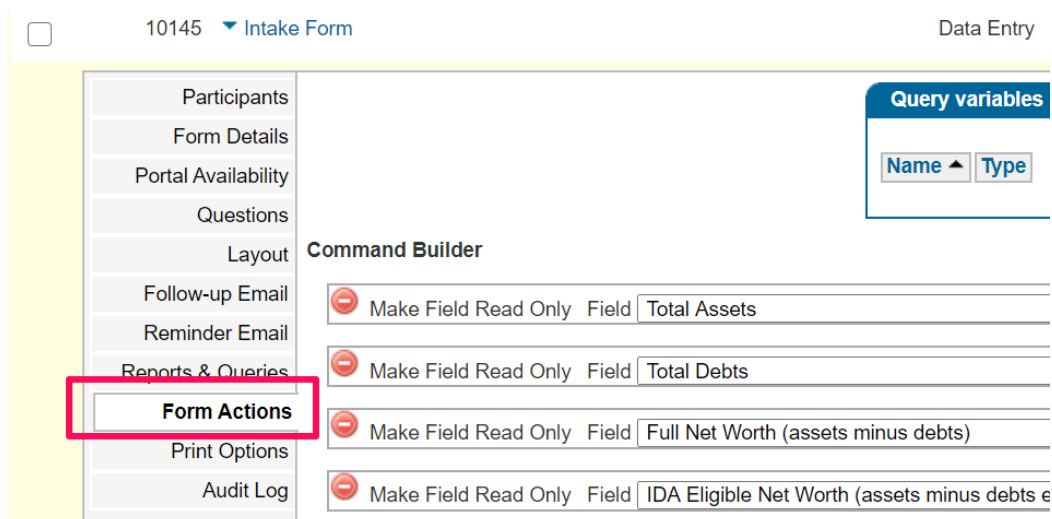How to hide questions in your Intake Form

1. Log into Outcome Tracker.

2. Click Activities Tab.

3. Find the IDA Application Profile activity (by scrolling down or using the search tool).

4. Click the Forms tab

5. Click Intake Tab - Data Entry

6. Click Form Actions tab. (You will see a long list of Form Actions or instructions. These form actions tell your Intake Forms what to do when or before data is entered. For example, give a warning message when a field is left blank.)

7. Scroll down until you get to the end of the list of Form Actions.
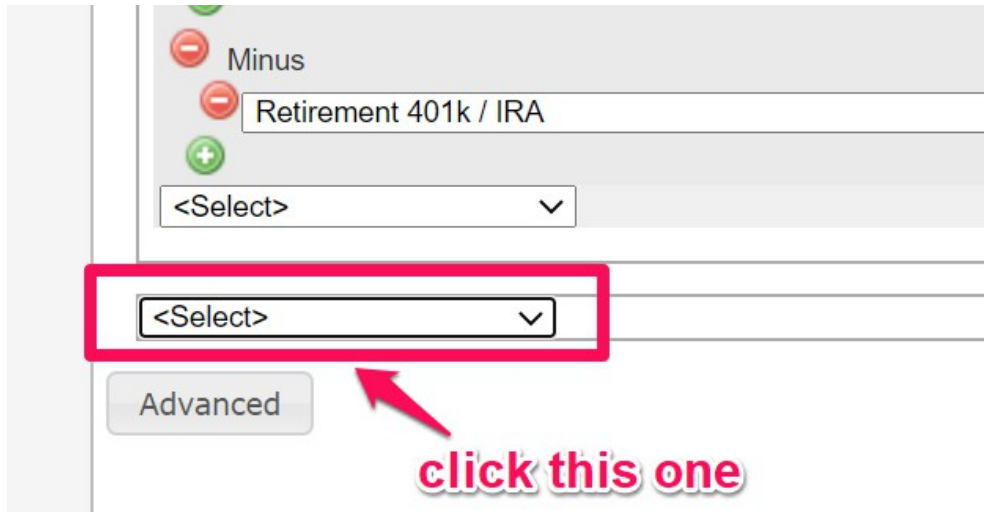
8. Click the dropdown field with the <select> text in it and select "Hide Field." (IMPORTANT: Make sure to click the last one.)
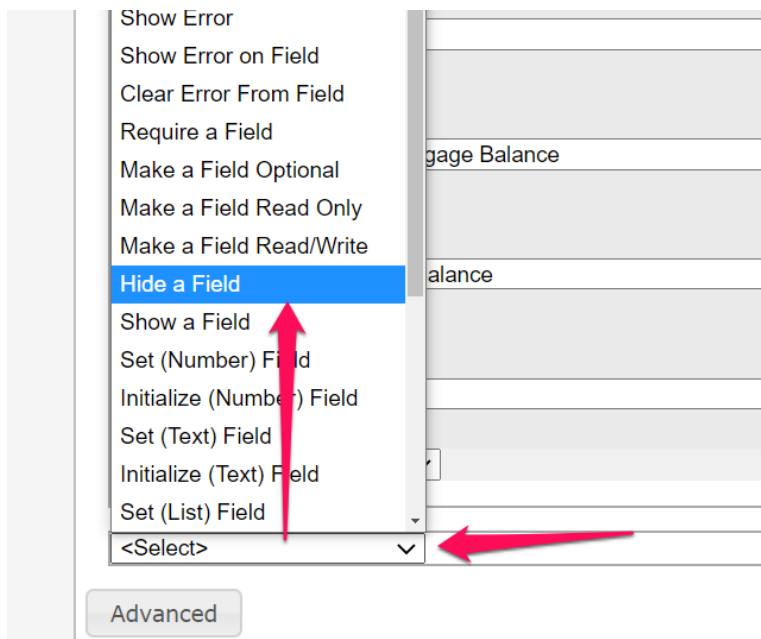
9. A new dropdown will appear. Select the field you would like to hide.

10. Repeat steps 8 and 9 until done.

11. Click "Save."

If you have a self-service form (an online form you send to IDA applicants), then you will also need to update this version of the IDA intake form.

1. Follow steps 1 through 4 above.

2. Instead of selecting Intake Tab – Data Entry, select Intake Tab – Self Service

3. Then proceed with steps 6 through 11.