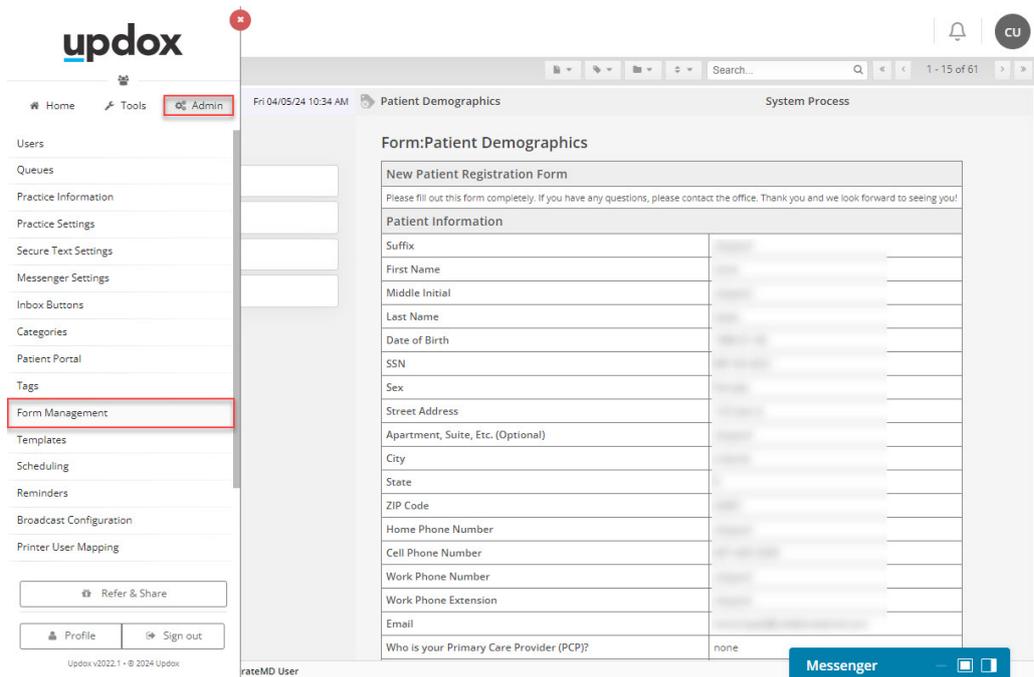


# Remove Custom Forms in Updox

Modified on 04/08/2024 10:01 am EDT

This workflow will provide the necessary steps in CMD and Updox for deleting a custom intake form.

1. Select **Account Administration > Services**.
2. Click the **button** next to **Intake Forms**.
3. From the **Forms Options** tab, click **Open Updox**.
4. Click **Menu > Admin > Form Management**.

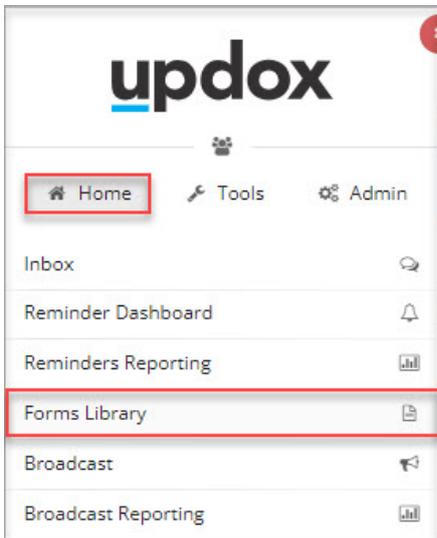


5. Select the existing form you want to remove/edit from the list.
6. Click **Delete Form**.



7. Click **Save**.

8. Exit the Updox screen again and return to the **Forms Options** tab in CMD.
9. From the **Forms Options** tab, click **Open Updox**
10. From the Menu screen, navigate to **Home > Forms Library**.



11. Verify that the form is no longer in your library list.
  12. Return to the **Forms Options** tab in CMD (step 3).
  13. Scroll down and find the **Form Title** you deleted in Updox.
  14. Check the **Deleted** box next to the form you just removed.
  15. Click **Save**.
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