How to Edit, Duplicate, or Delete Paymattic Forms

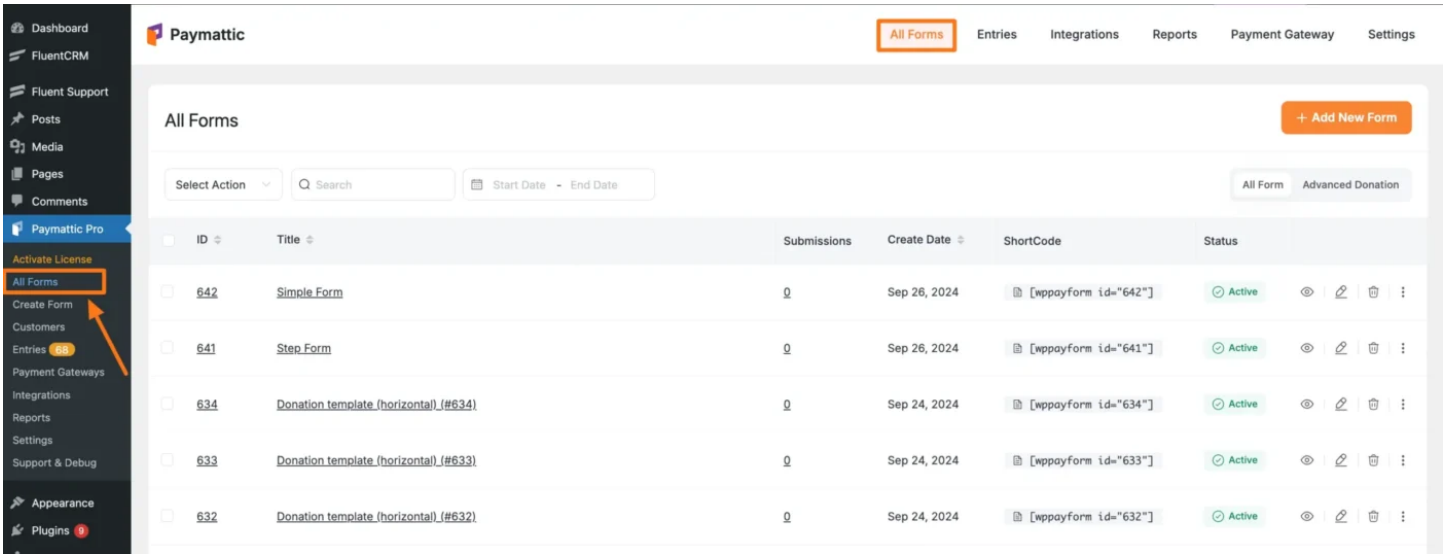
Form Editor · https://paymattic.com/docs/how-to-edit-forms-in-wordpress-with-paymattic/

This article will guide you through the process of how you can easily Edit, Duplicate, or Delete your existing Forms in Paymattic.

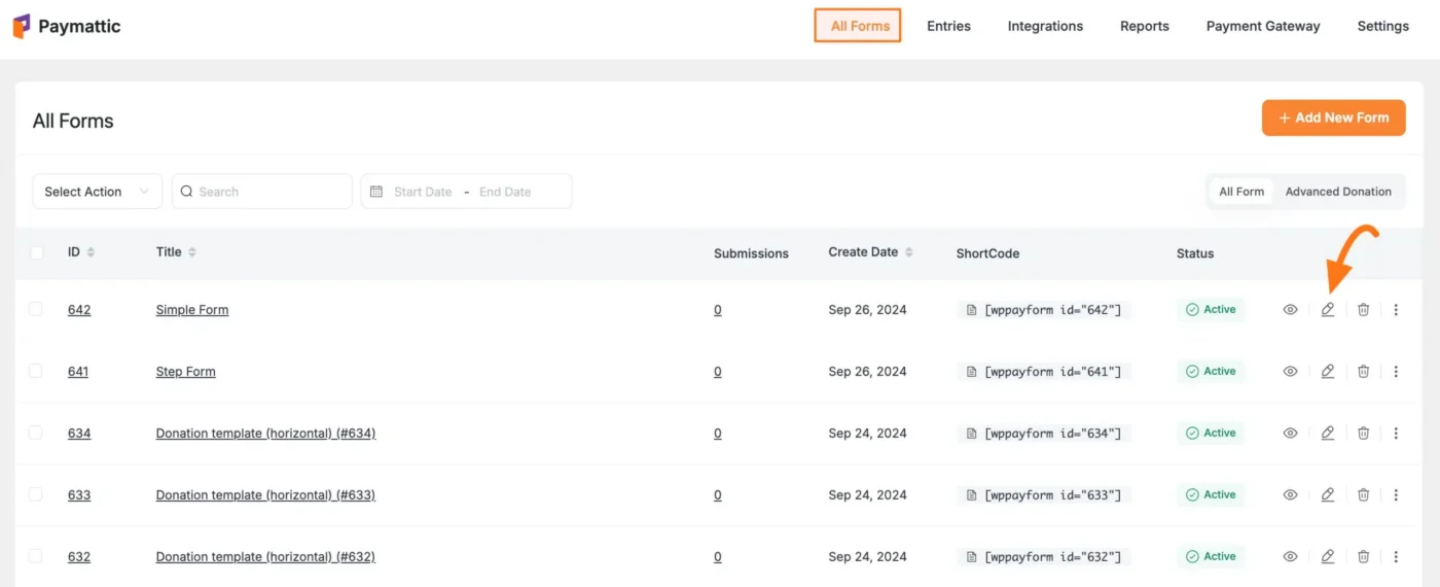
How to Edit the Form

To learn how to Edit your forms, follow the steps with screenshots below –

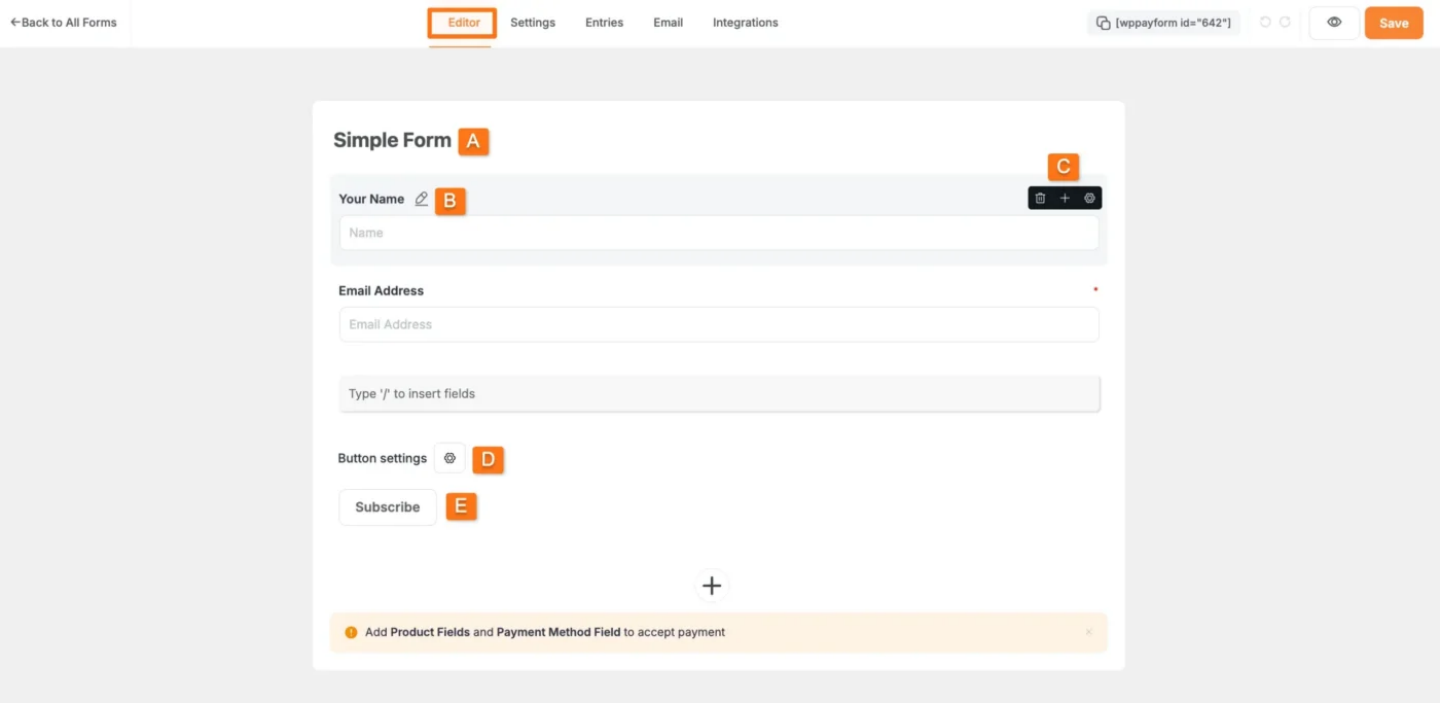
First, go to the **Paymattic Dashboard** from the **WordPress Left Sidebar** and click **All Forms**. And, all your existing Forms will appear on this page.



Now, click the **Pencil Icon** of your desired form that you wish to edit.



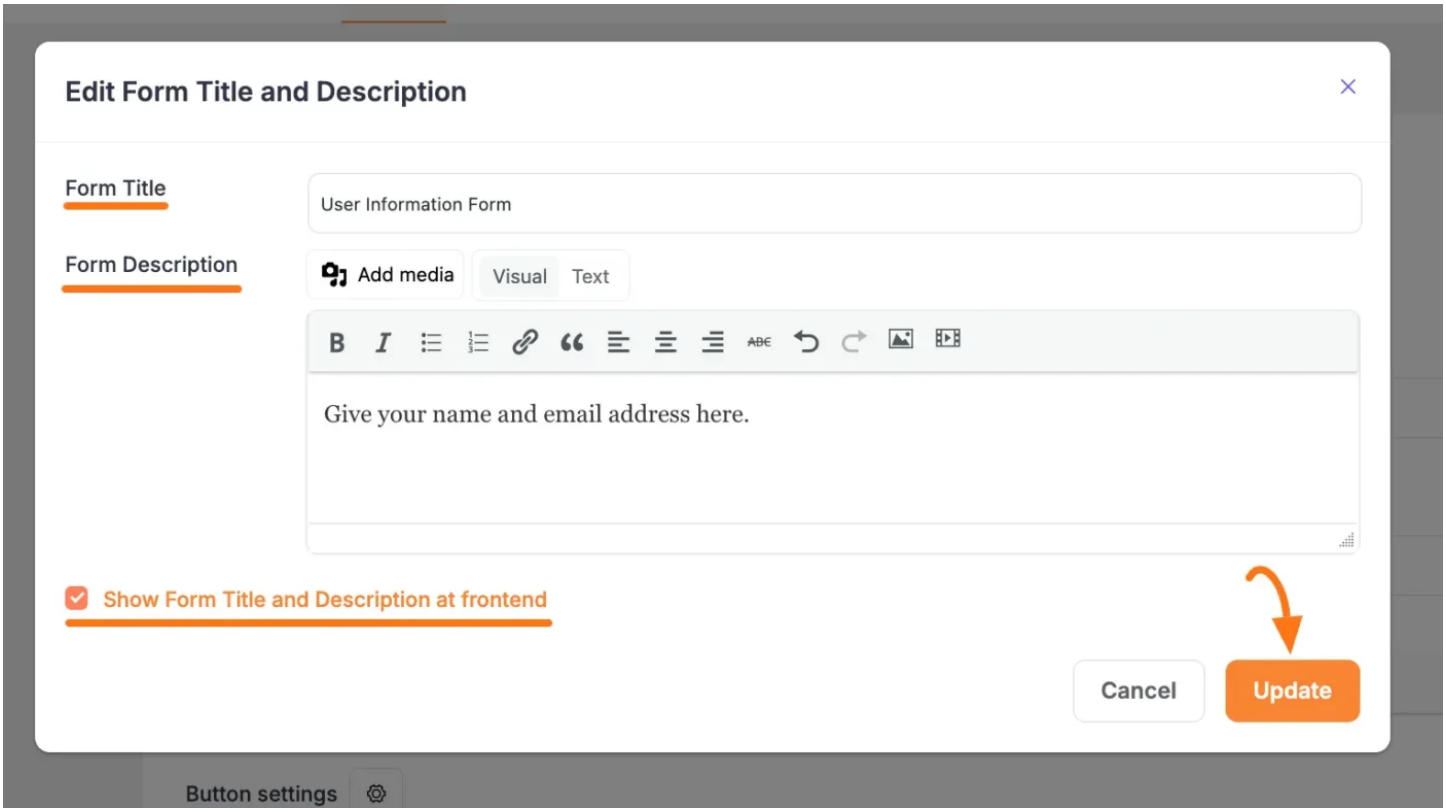
After clicking the pencil icon, you will be redirected to the form **Editor** page where you can make all necessary edits to your form.



All the edit options mentioned above are explained below:

A) You can **edit** the **form's title** and add a **description** by clicking on the form's name and entering the desired information into the respective fields.d.

To make the **Title** and **Description** visible on your form, check the **Show Form Title and Description at the frontend** option and click the **Update** button.



B) You will see a **Pencil Icon** right next to each field. Click on it to **Edit the name** of the field.

C) Here, you can see a **Black Box** with **three icon options** in the right corner of each field. These are:

- **Trash Icon**: Use this if you want to delete any fields anytime if needed.
- **Plus Icon**: Use this to add a new field right below. You can also use the **Plus Icon** placed at the bottom of the page.
- **Settings Icon**: Use this to **Edit** the field's **Settings**. Under this option, you will get two major settings options. These are:
  1. General Settings
  2. Advanced Settings

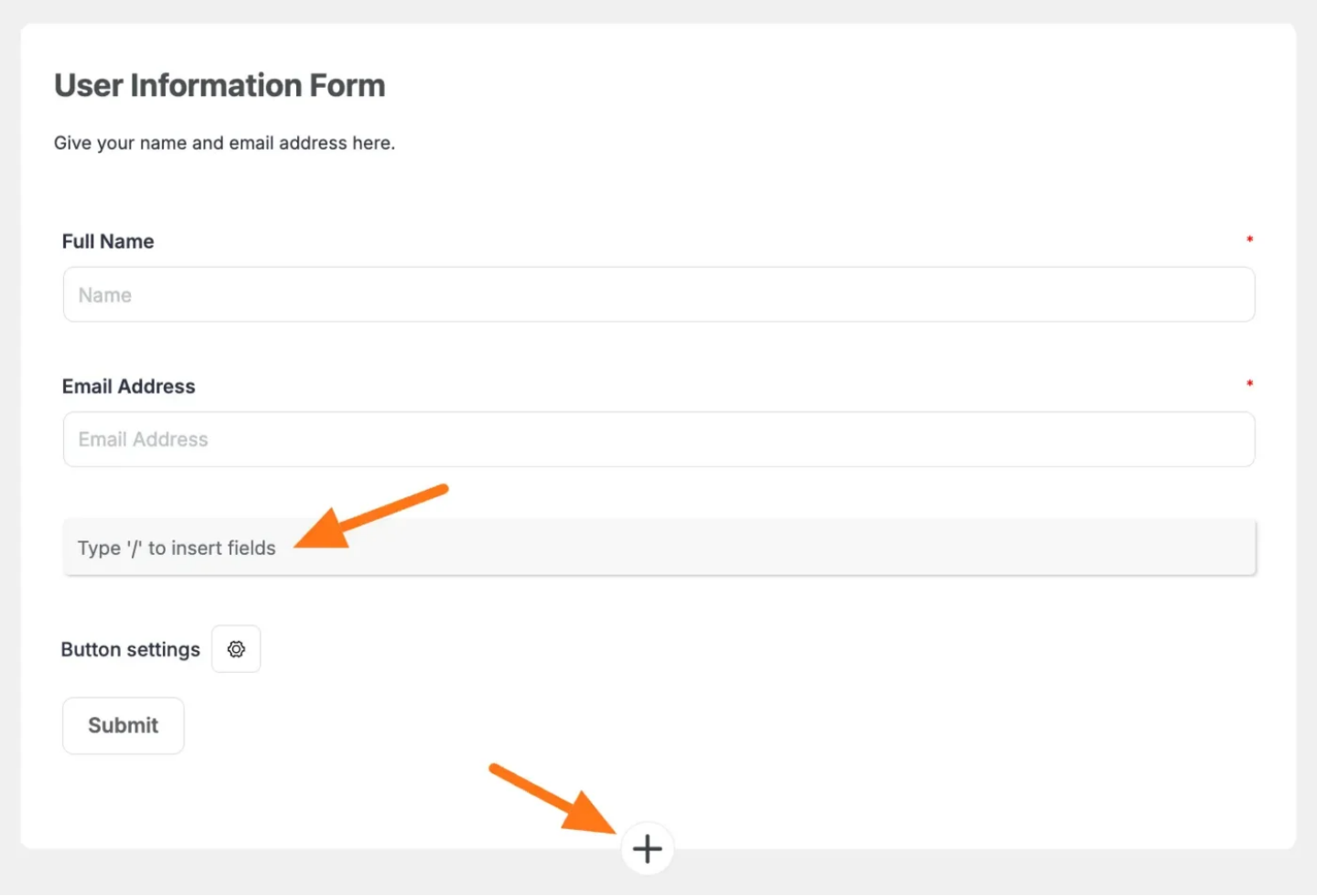
D) Click the **Settings Icon** to edit the Button's Settings.

E) You can **edit** the submission button's name by clicking on it.

To add more fields to any form, you will get two options. These are:

Type "/" to insert fields: In this field, you can easily add your desired field/s by typing the field name with the "/" sign before it.

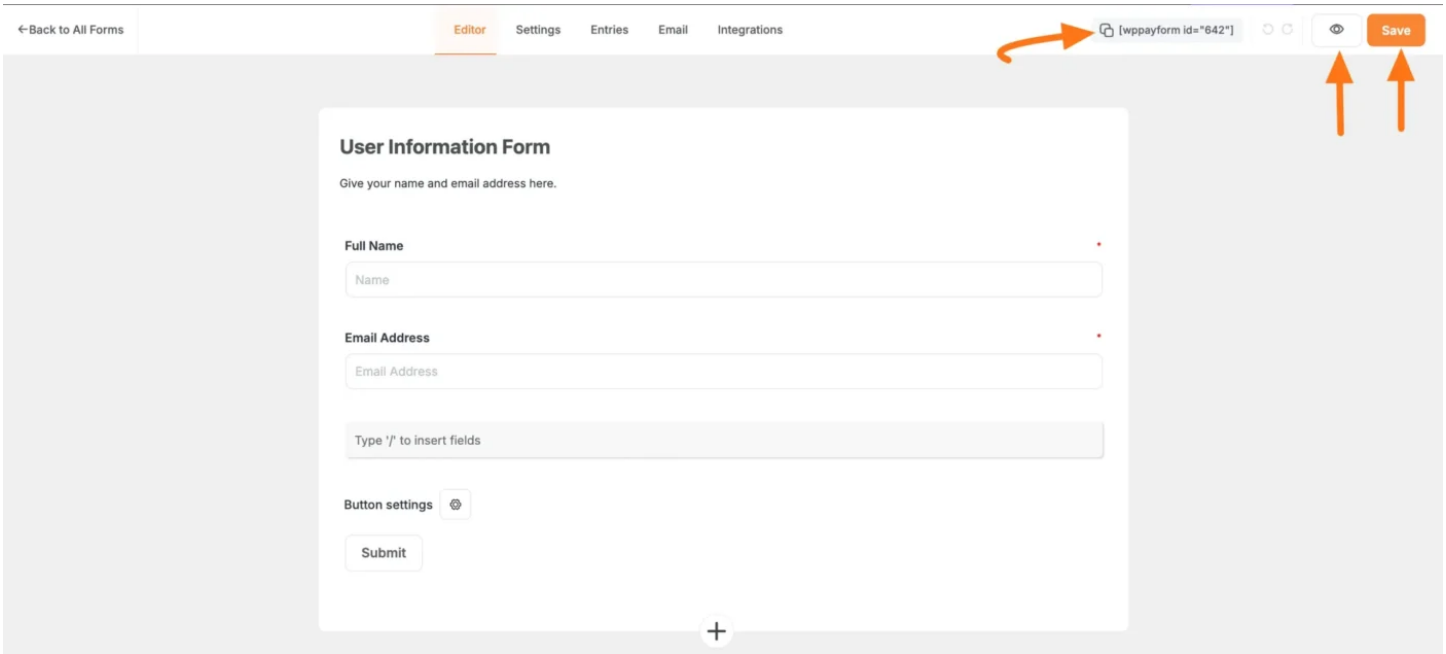
Plus Icon: You can simply click the **+ Plus Icon** and all the available fields will appear inside a pop-up page from where you can choose your desired field/s.



To **embed** and **display** the **form** on a specific **Page/s or Post/s** copy this **Shortcode** and paste it to your desired **Page/s or Post/s.**

Once you finish all editing, click the **Save** button to save all changes. To **preview** the form, click the **Eye** icon.

Remember, the process of adding and customizing every field is almost similar.

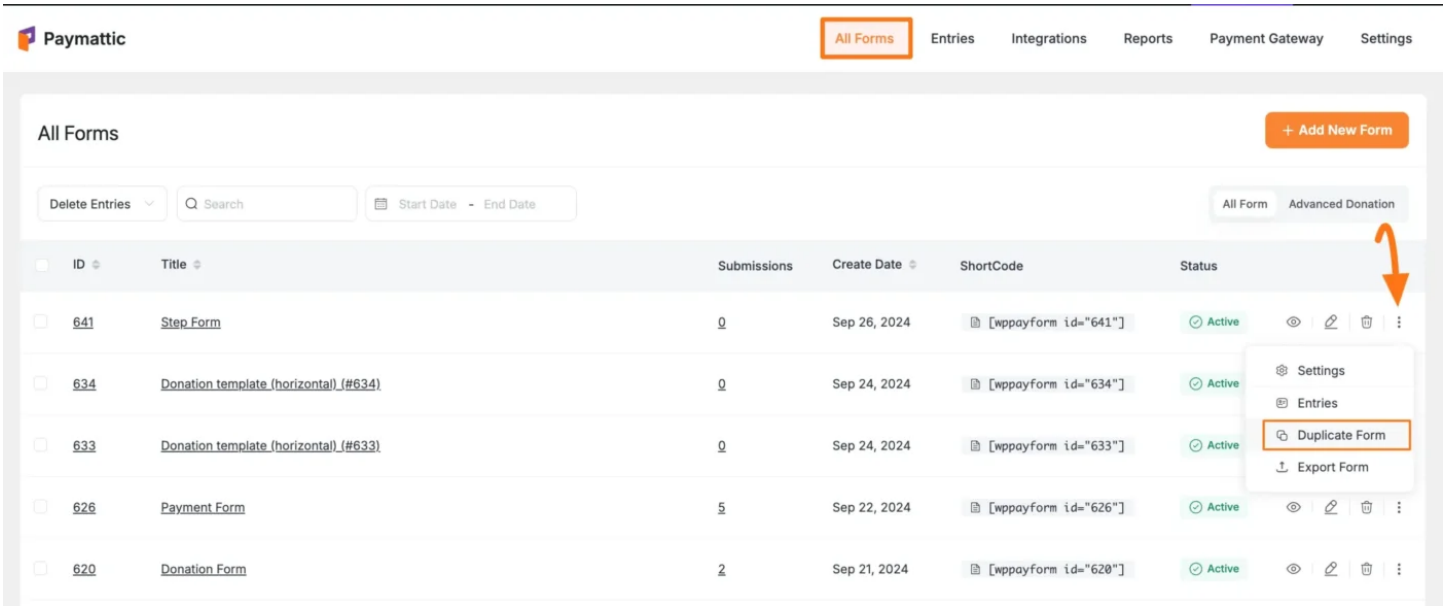


How to Duplicate the Form

To learn how to Duplicate your forms, follow the steps with screenshots below –

First, go to the **All Forms** section from the **Paymattic Navbar**.

Now, click the **Three-Dot-Icon** of your desired form that you wish to Duplicate and click the **Duplicate Form** button.

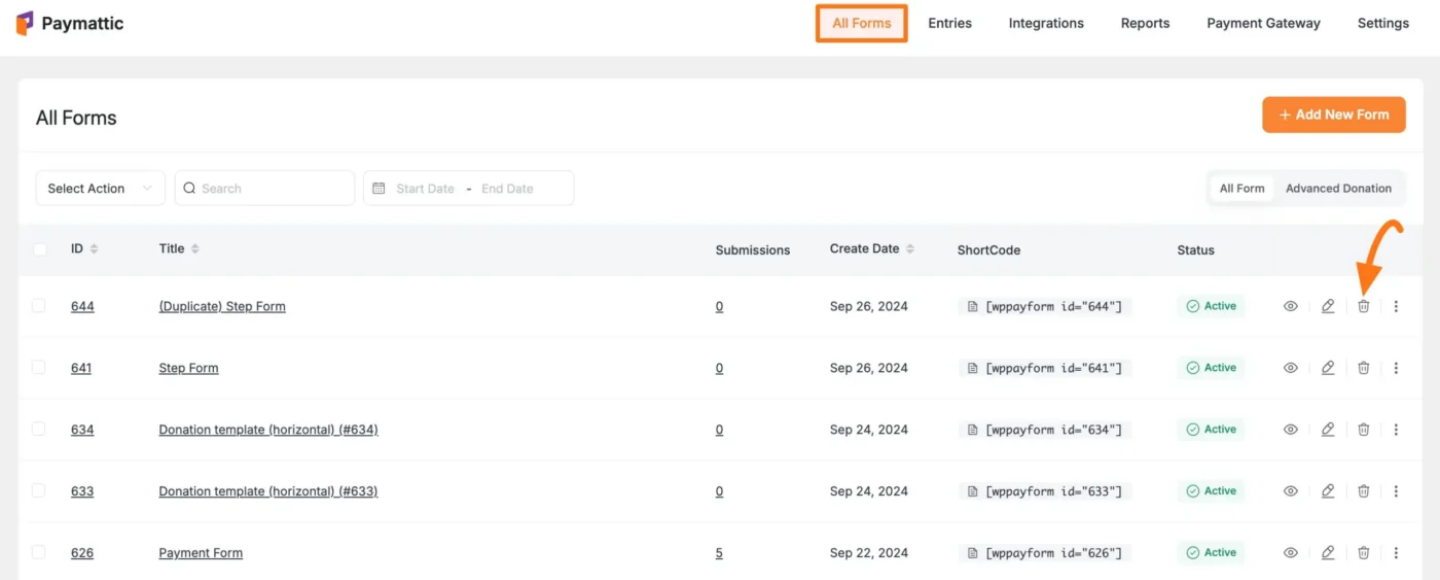


How to Delete Your Forms

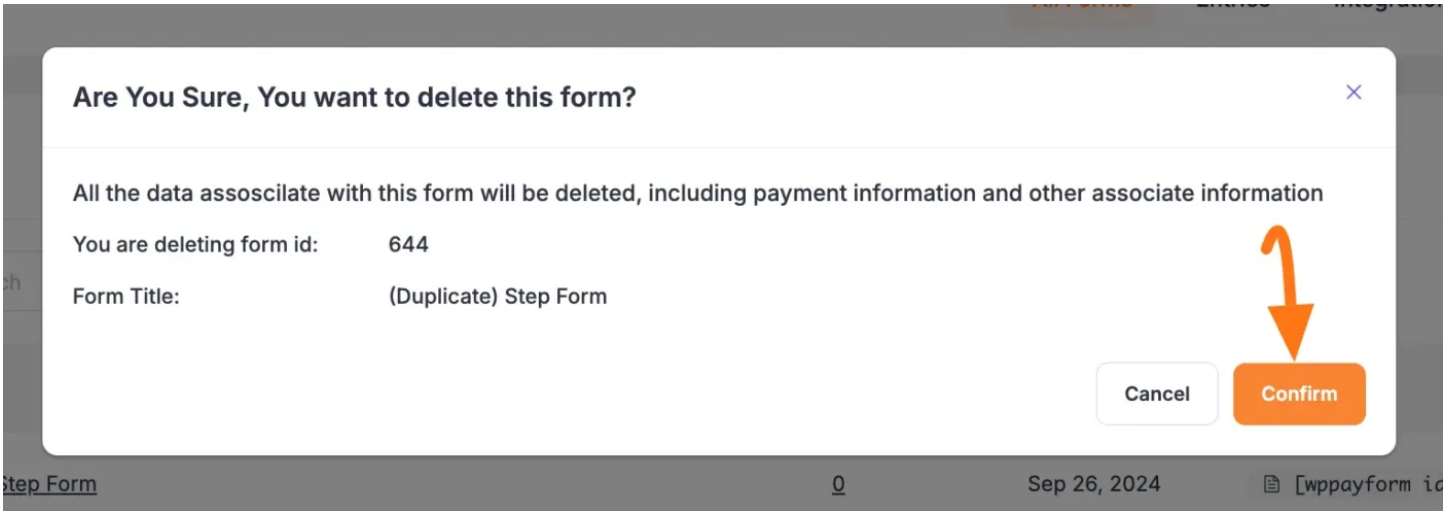
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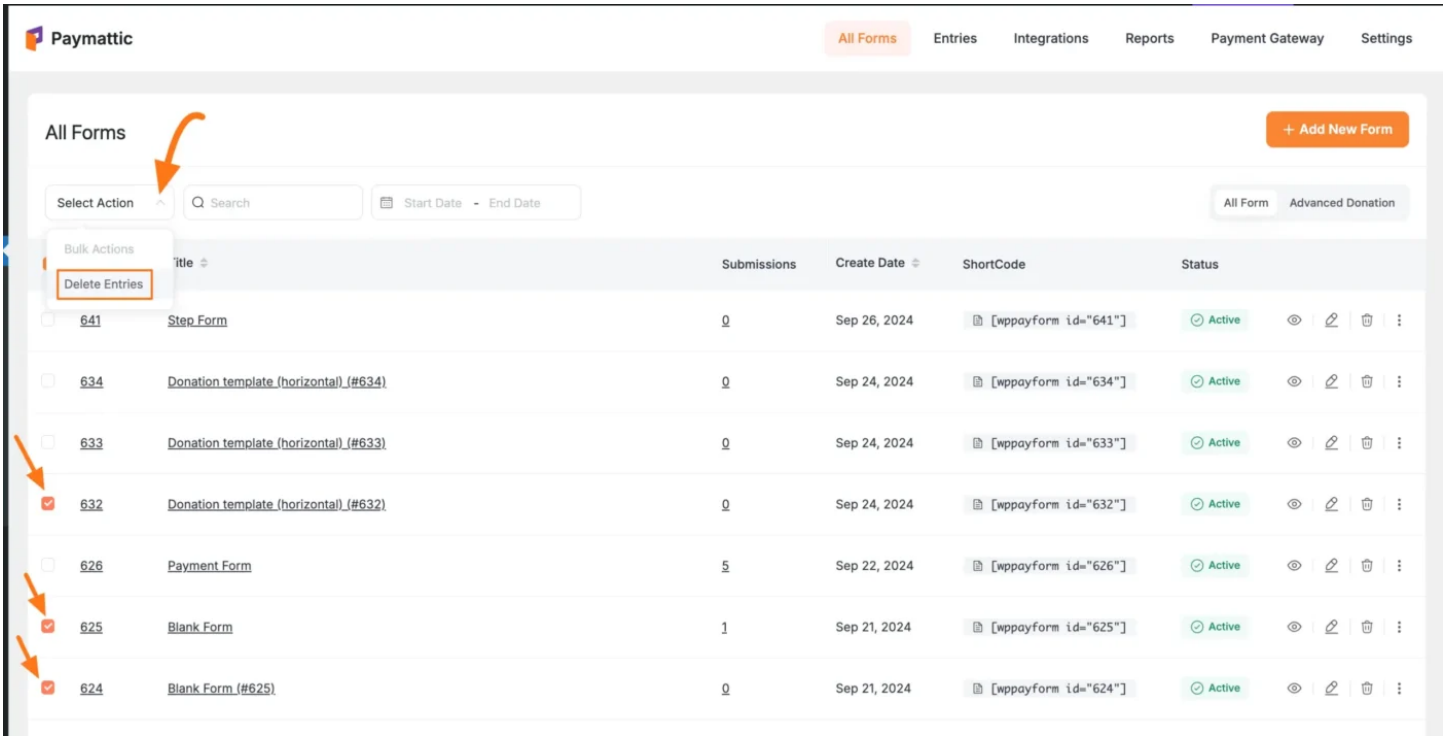
Now, click the **Trash Icon** of your desired form that you wish to delete.



Then, a pop-up will appear asking for your confirmation. Click the **Confirm** button and your form will be deleted.

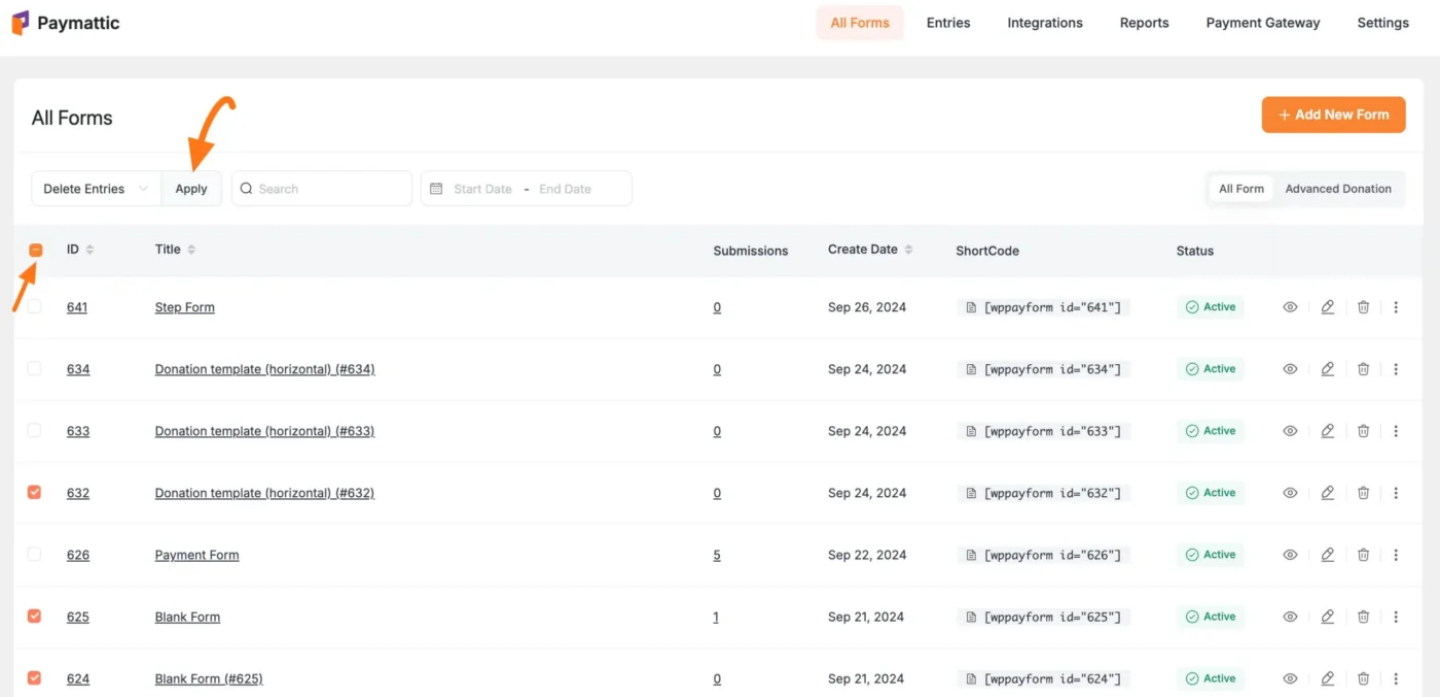


To delete forms in bulk, check the **Form IDs** and expand the **Select Action** dropdown to click the **Delete Entries** button.



Now, click the **Apply** button and all your selected forms will be deleted.

If you want to delete all forms at once, simply click the checkbox placed left of the **ID** column and follow the same process shown above for deletion.



If you have any further questions, concerns, or suggestions, please do not hesitate to contact our @support team. Thank you.