

# Webform

To access and manage webforms, you must click the 'Webform' tab. The system will display a structured interface with the following components:

1. The system will open the Assign Webforms window. The window is divided into two panels:

## Assign Webforms

Available Webform ^

Aerodrome

ADD >>

<< REMOVE

Selected Webform

ATM

<<

1

>>

10

items per page

1 - 1 of 1 items

CANCEL

SAVE

- Available Webforms (left Panel): It displays webforms defined by the Organisation's Authority. Ten records are shown per page and can be filtered. Each webform has a checkbox for selection, including a master checkbox to select all.
- Selected Webforms (right Panel): It shows webforms already assigned. Checkboxes allow individual or bulk selection. Items can be reordered via drag-and-drop.

2. You can:
  - select webforms from the left panel using the checkboxes, then click 'Add' (located between the panels) to assign webforms.
  - select webforms from the right panel using the checkboxes, then click 'Remove' (located between the panels) to unassign webforms.

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