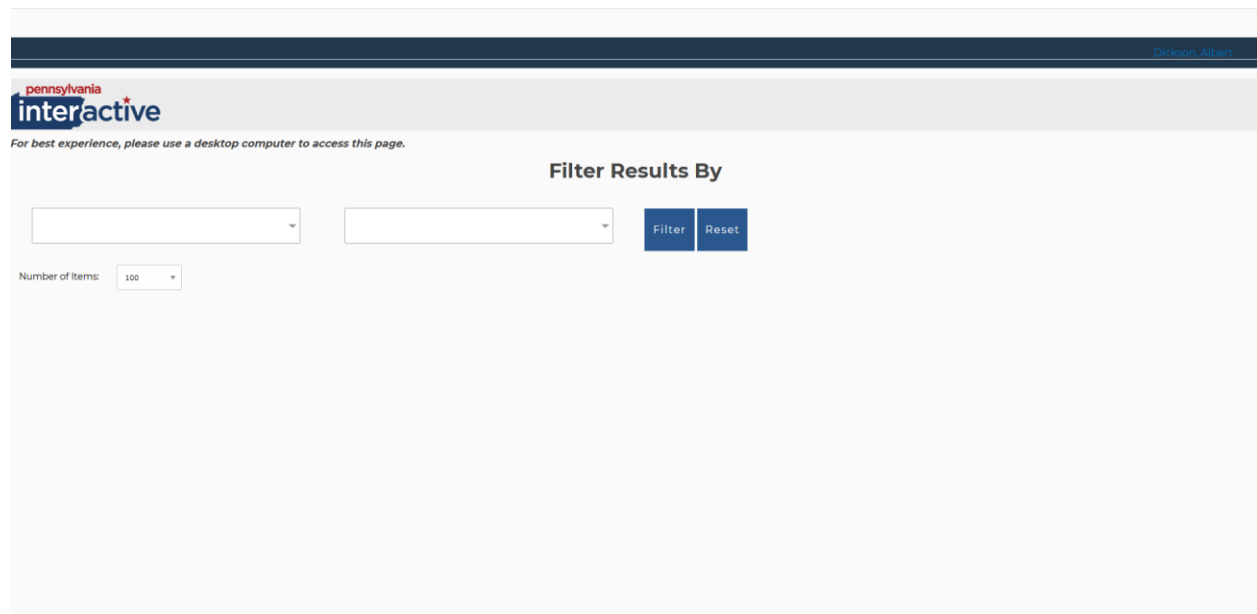


## FOLLOW STEP 2 From the User Guide on the Training Page first

<https://training.pa.gov.com/Enterprise-Features/Pages/Enterprise-Forms-and-Pubs.aspx>

**Note:** If both the Manage Site Features and Forms and Pubs Settings are configured properly, but the user notices that the list being updated isn't showing on the Forms and Pubs page, there could be a conflict with the 2010 version remaining. To remedy this, the user would need to remove the previous FormsAndPubs version, then rename the FormsAndPubs2013 version to it (FormsAndPubs). See below for examples and steps necessary to do so.

Before:



1. Verify on the Site Contents page
  - a. Note the previous FormsAndPubs App:

### Site Contents

Lists, Libraries, and other Apps

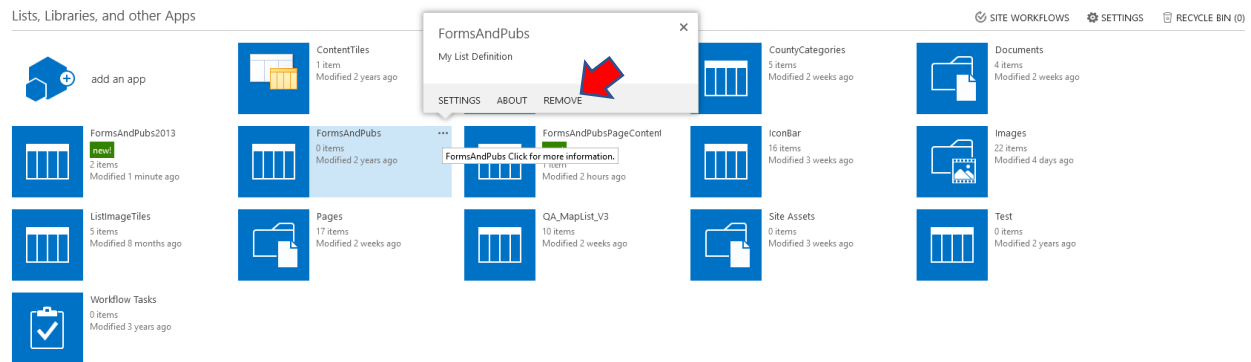
SITE WORKFLOWS SETTINGS RECYCLE BIN (0)

The screenshot displays a grid of app tiles on the Site Contents page. Each tile includes an icon, the app name, the number of items, and the last modification date. A red arrow points to the "FormsAndPubs" tile. The tiles are as follows:

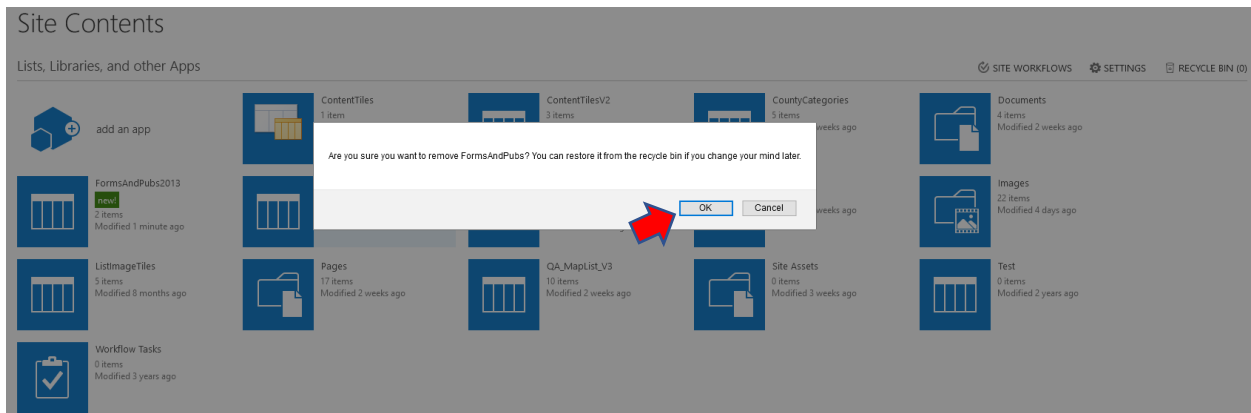
App Name	Items	Last Modified
add an app	-	-
FormsAndPubs2013	2 items	Modified 1 minute ago
ListImageTiles	5 items	Modified 8 months ago
Workflow Tasks	0 items	Modified 3 years ago
ContentTiles	1 item	Modified 2 years ago
FormsAndPubs	0 items	Modified 2 years ago
Pages	17 items	Modified 2 weeks ago
ContentTilesV2	3 items	Modified 2 years ago
FormsAndPubsPageContent	1 item	Modified 2 hours ago
QA_MapList_V3	10 items	Modified 2 weeks ago
CountyCategories	5 items	Modified 2 weeks ago
IconBar	16 items	Modified 3 weeks ago
Site Assets	0 items	Modified 3 weeks ago
Documents	4 items	Modified 2 weeks ago
Images	22 items	Modified 4 days ago
Test	0 items	Modified 2 years ago

2. Update columns on the new list to match the old list (ie choices, required fields, etc.)
3. Update view on the new list to match the view of the old list
4. Migrate all old data to the new forms and pubs list
  - a. In IE, go to the old list, at the top of the ribbon click export to excel, open list and save to desktop
  - b. In IE, go to the new list, click quick edit, click in first box on the left of the table, click paste
    - i. Note: can only paste 99 items at a time
5. Hover over FormsAndPubs to allow the 3 dots to display. Once it displays, select the 'Remove' option:

## Site Contents

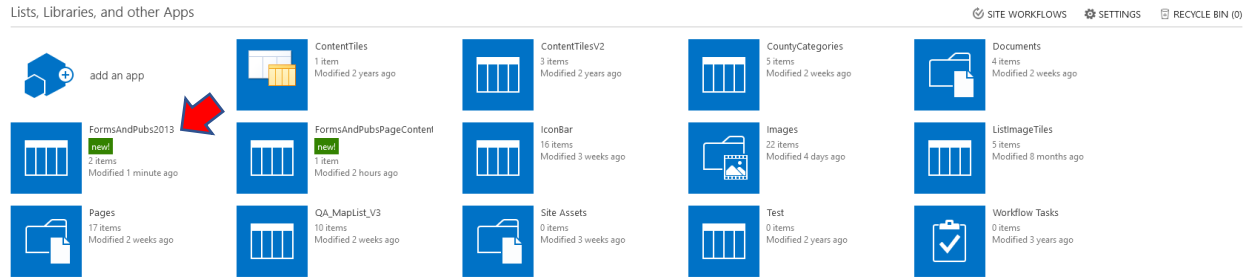


6. Select the 'OK' button:

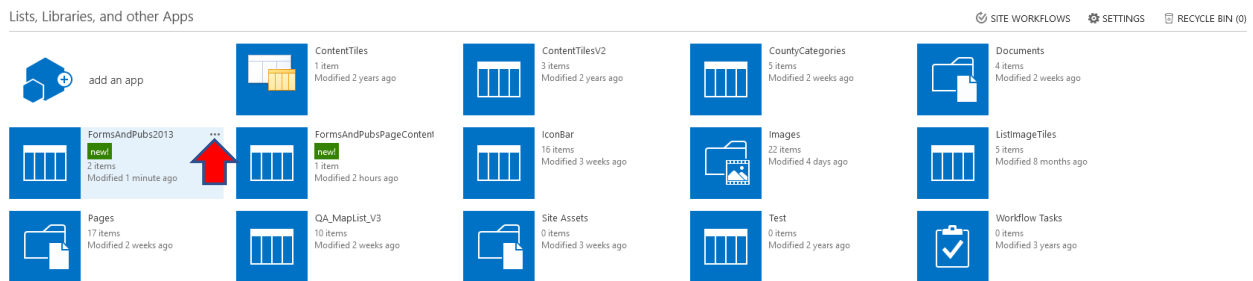


7. With the previous Forms and Pubs app removed, it's time to focus on renaming the new FormsAndPubs2013 name that is creating a conflict. Again, hover over FormsAndPubs2013 to allow the 3 dots to display.

## Site Contents

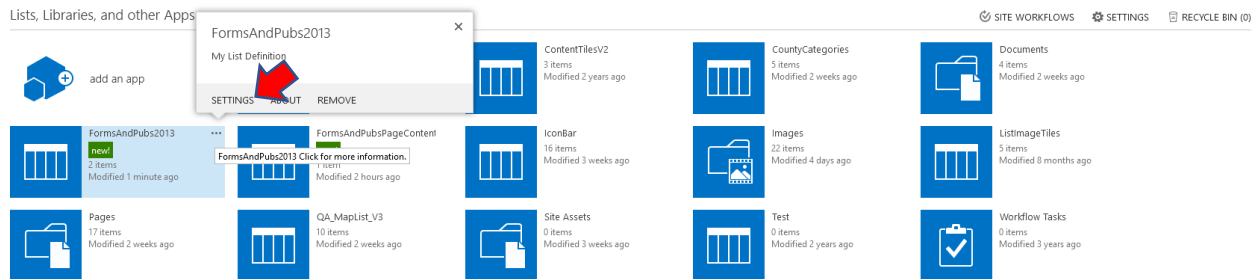


## Site Contents



8. Select the Settings option:

## Site Contents



9. Once the FormsAndPubs2013 settings page is opened, select the 'List name, description and navigation' link:

The screenshot shows the 'FormsAndPubs2013 - Settings' page. The left sidebar contains a navigation menu with 'Page Layouts' selected. The main content area is divided into several sections: 'List Information', 'General Settings', 'Permissions and Management', and 'Communications'. Under 'General Settings', the link 'List name, description and navigation' is highlighted with a red arrow. Below this, there are sections for 'Versioning settings', 'Advanced settings', 'Validation settings', 'Audience targeting settings', 'Rating settings', and 'Form settings'. The 'List Information' section shows the 'Name' as 'FormsAndPubs2013', the 'Web Address' as 'http://itp-agency.pa.gov/sites/testing/pagelayouts/Lists/FormsAndPubs2013/AllItems.aspx', and the 'Description' as 'My List Definition'. The 'Permissions and Management' section includes options like 'Delete this list', 'Save list as template', 'Permissions for this list', 'Workflow Settings', 'Generate file plan report', 'Enterprise Metadata and Keywords Settings', and 'Information management policy settings'. The 'Communications' section has an 'RSS settings' link. At the bottom, there is a table of columns with their types and whether they are required.

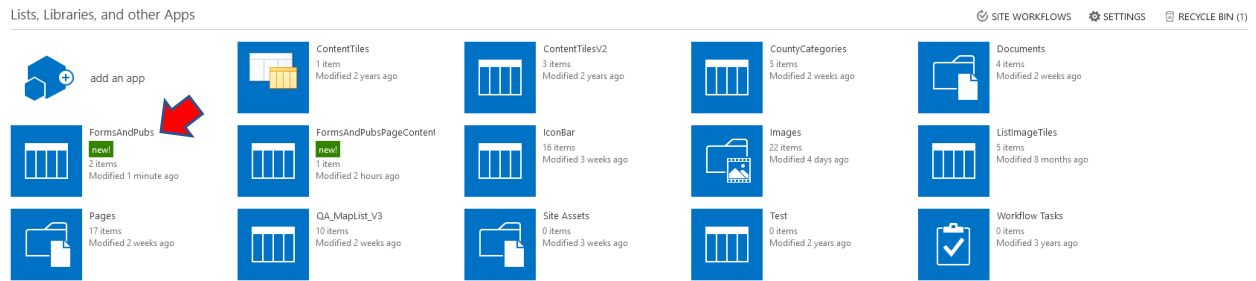
Column (click to edit)	Type	Required
Title	Single line of text	✓
DocNum	Single line of text	✓
LinkUrl1	Hyperlink or Picture	✓
Filter1	Choice	
Filter2	Choice	
Field1	Single line of text	
Field2	Multiple lines of text	
Modified	Date and Time	
Created	Date and Time	
Created By	Person or Group	
Modified By	Person or Group	

10. Once in Settings > General Settings, change the name From FormsAndPubs2013 to FormsAndPubs and select the 'Save' button:

The screenshot shows the 'Settings - General Settings' page. The 'Name and Description' section is active, with the 'Name' field containing 'FormsAndPubs2013'. A red arrow points to the 'Name' field, which is being edited to 'FormsAndPubs'. Below the 'Name' field is the 'Description' field, which contains 'My List Definition'. The 'Navigation' section has a checkbox for 'Display this list on the Quick Launch?' which is currently unchecked. At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red arrow.

11. The new FormsAndPubs app will take the place of the previous one which will allow the users list to function:

## Site Contents



12. See section 5 of the user guide to add page content

13. Remove old webpart from current page and see section 7 of the user guide to find link to new page application

After:

