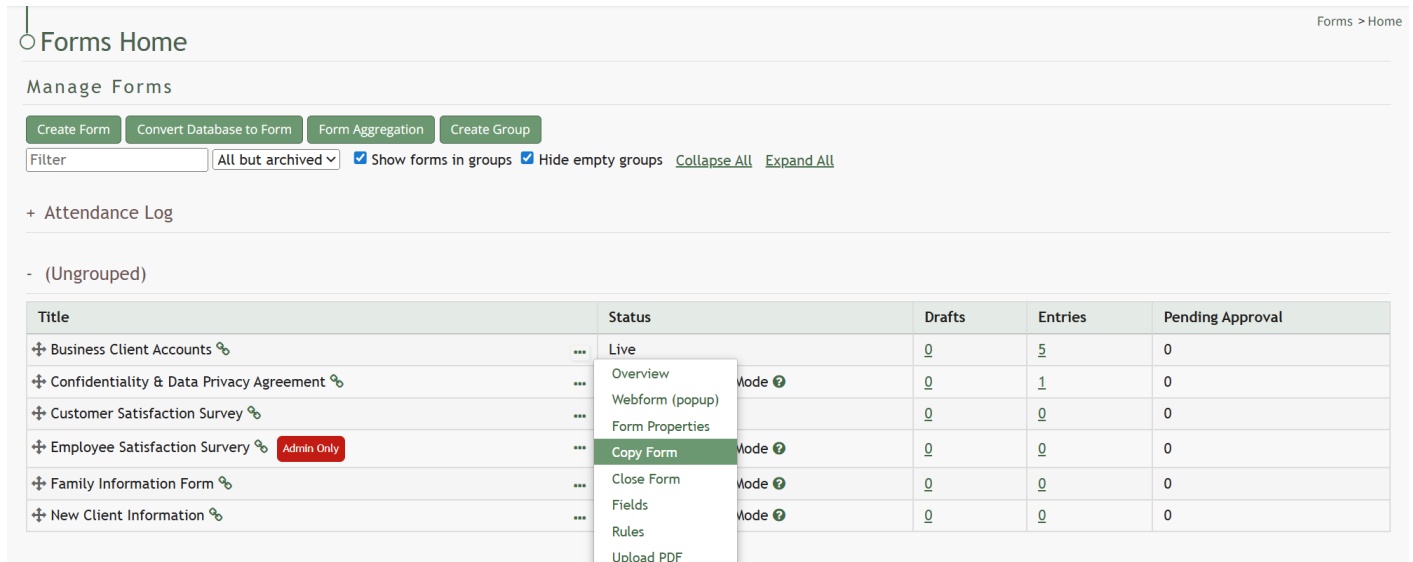


Copy a Form

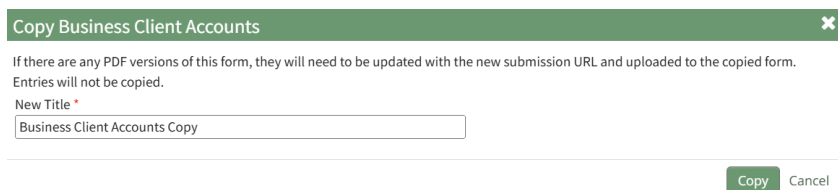
To copy a form, go to the Home Page of the Forms Module and select the three dot icon to the right of the form title you wish to copy.



The screenshot shows the 'Forms Home' page. At the top, there are buttons for 'Create Form', 'Convert Database to Form', 'Form Aggregation', and 'Create Group'. Below these are filter options: 'Filter', 'All but archived', and checkboxes for 'Show forms in groups' and 'Hide empty groups'. There are also links for 'Collapse All' and 'Expand All'. A section titled '+ Attendance Log' is visible. Below that, a section titled '- (Ungrouped)' contains a table of forms. The table has columns for 'Title', 'Status', 'Drafts', 'Entries', and 'Pending Approval'. A context menu is open over the 'Employee Satisfaction Survey' row, with 'Copy Form' highlighted. The menu options include Live, Overview, Webform (popup), Form Properties, Copy Form, Close Form, Fields, Rules, and Upload PDF.

Title	Status	Drafts	Entries	Pending Approval
+ Business Client Accounts	Live	0	5	0
+ Confidentiality & Data Privacy Agreement	Overview	0	1	0
+ Customer Satisfaction Survey	Webform (popup)	0	0	0
+ Employee Satisfaction Survey	Form Properties	0	0	0
+ Family Information Form	Copy Form	0	0	0
+ New Client Information	Close Form	0	0	0
	Fields	0	0	0
	Rules	0	0	0
	Upload PDF			

Select "Copy Form" from the context menu opening the Copy (FORM NAME) Modal.



The screenshot shows a modal titled 'Copy Business Client Accounts'. It contains a warning message: 'If there are any PDF versions of this form, they will need to be updated with the new submission URL and uploaded to the copied form. Entries will not be copied.' Below this is a 'New Title' field with the text 'Business Client Accounts Copy' entered. At the bottom right, there are 'Copy' and 'Cancel' buttons.

Input the desired name for the newly copied Form and select "Copy".

The copied form will now show on the Forms Home Page.

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