

Clone a Form

“Cloning” a form is a way to quickly make a copy of an existing form. The new form will have a new name & ID and will use the same database tables as the original. Keep in mind that once the new form has been created it will not have any connection to the original. Therefore, if you make a change in the original you may also need to make the same change in any cloned version.

Examples of where cloning can be helpful include:

- Using the same form but changing the captions to a different language.
- Using the same basic form but hiding some fields for different groups of users.
- Creating a copy of a form and making the copy read-only.

Cloning Process

1. Open the source form from the Forms (v2) listing in the Admin console.
2. Move to the Form Setup tab.
3. Click the [**Clone Form**] button.



4. Enter the Name and Title for the new form.
5. Change any Roles if needed.



Do not make changes to Form Type, Database or Data Source.

6. Move to the Form Layout tab and save the new form.
7. Alter the form as described earlier in this document.

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