



ASCENDER GUIDES



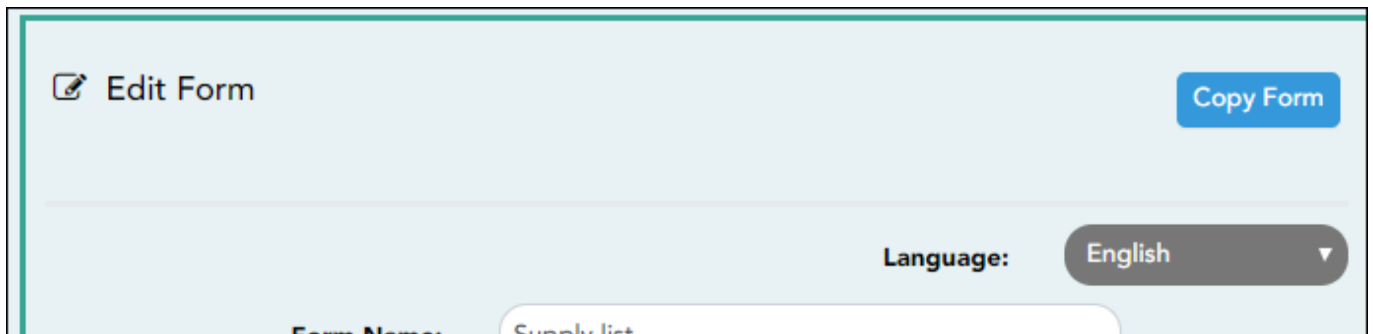
admin_forms_create_copy

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An existing static or dynamic forms can be duplicated and renamed.

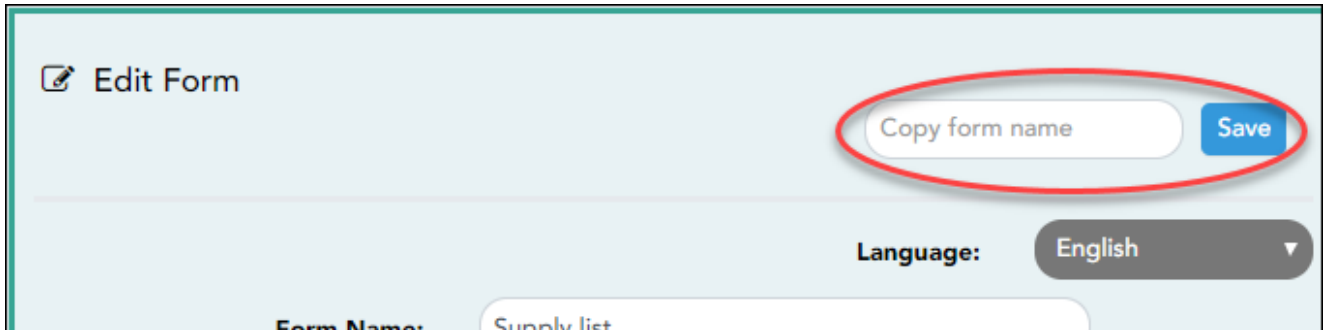
Only saved changes are copied to the new form; unsaved changes are not copied.

- ☐ Click **Copy Form** to create a new form that is an exact duplicate of the form you are copying.

A screenshot of a web interface for editing a form. At the top left, there is a pencil icon followed by the text 'Edit Form'. At the top right, there is a blue button labeled 'Copy Form'. Below these, there is a 'Language:' label and a dropdown menu currently showing 'English'. At the bottom, there is a 'Form Name:' label and a text input field containing the text 'Supply list'.

A text box is displayed allowing you to type a name for the new form.

The new form name cannot already be in use by another form, and it must be three or more characters.

A screenshot of the same web interface as before, but with a red oval highlighting the 'Copy form name' text input field and the blue 'Save' button next to it. The 'Edit Form' text and 'Language:' dropdown are still visible. The 'Form Name:' field at the bottom still contains 'Supply list'.

- ☐ Type the new form name and click **Save**.

The new form is now displayed on the **Active Forms** list and can be modified as needed.

New forms are initially displayed at the top of the list. Once the page is refreshed, the form is sorted alphabetically with the section.



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