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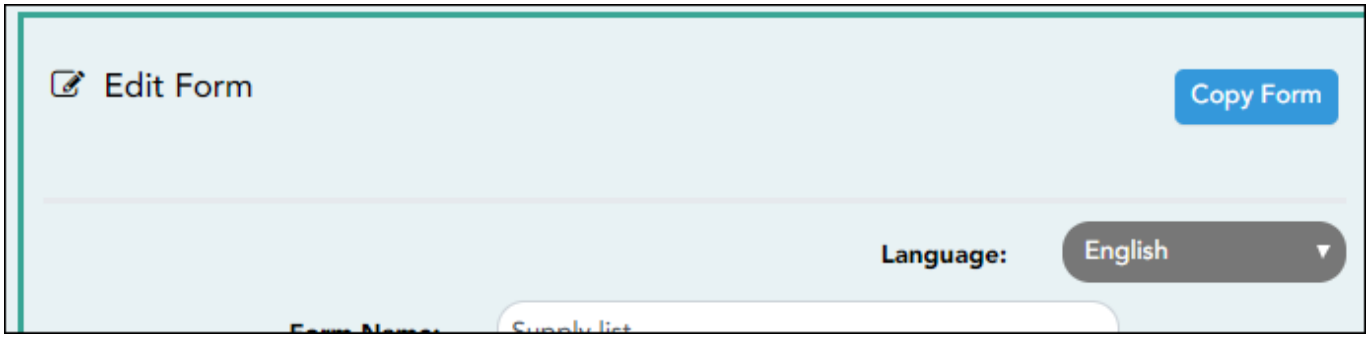
An existing static or dynamic forms can be duplicated and renamed.

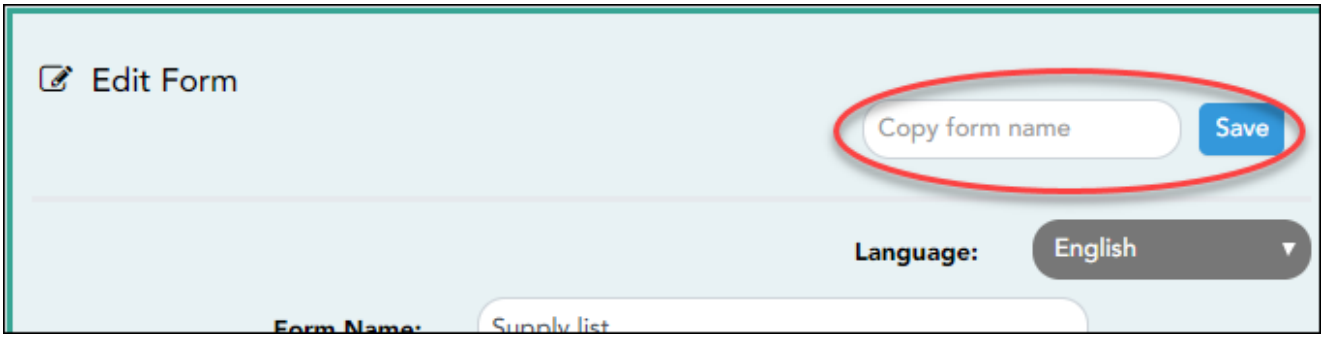
Only saved changes are copied to the new form; unsaved changes are not copied.

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



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

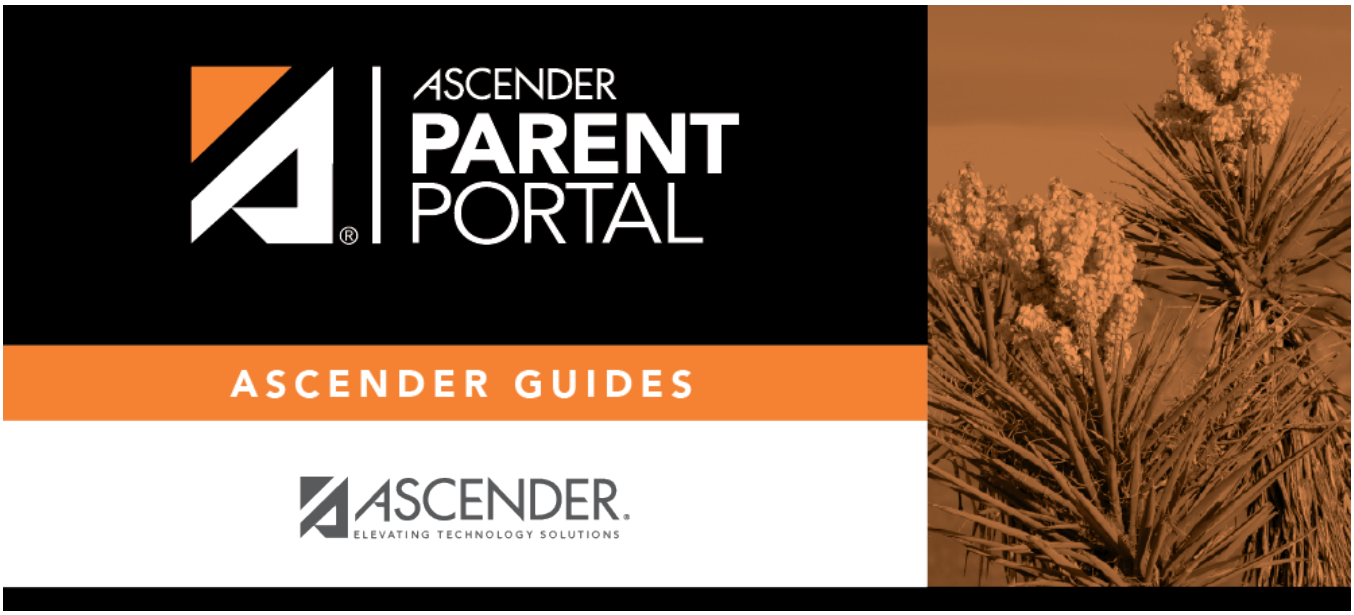
The new form name cannot already be in use by another form, and it must be three or more characters.



❑ 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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