



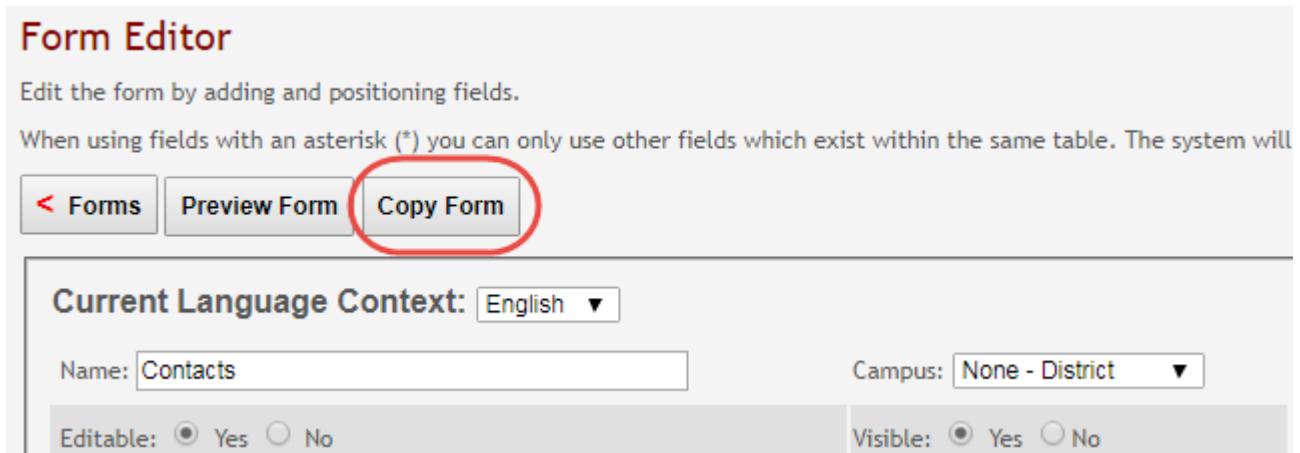
ASCENDER GUIDES



Table of Contents

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

- Only static and dynamic forms can be copied.
- Only saved changes are copied to the new form; unsaved changes are not copied.



Form Editor
Edit the form by adding and positioning fields.
When using fields with an asterisk (*) you can only use other fields which exist within the same table. The system will

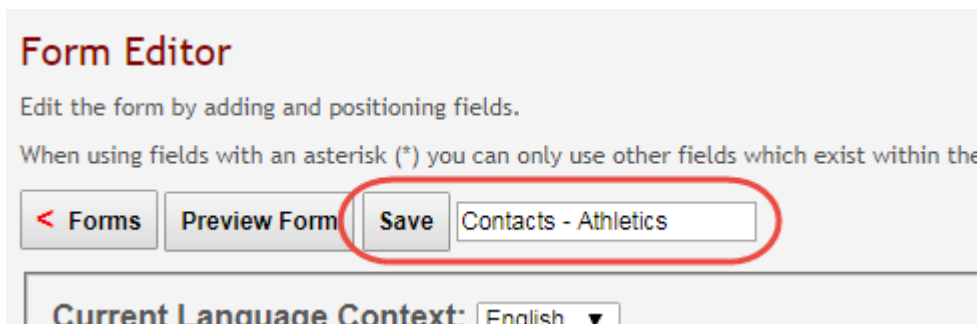
< Forms Preview Form **Copy Form**

Current Language Context: English ▼

Name: Contacts Campus: None - District ▼

Editable: Yes No Visible: Yes No

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.




Form Editor
Edit the form by adding and positioning fields.
When using fields with an asterisk (*) you can only use other fields which exist within the

< Forms Preview Form **Save** Contacts - Athletics

Current Language Context: English ▼

Click **Save**.



Form Editor
Edit the form by adding and positioning fields.
When using fields with an asterisk (*) you can only use other fields which exist within the same table. The system will auto filter th

< Forms Preview Form **Save** Contacts - Athletics **The form has been copied: Contacts - Athletics - ID: 16**

The new form is now displayed on the [Forms Management](#) page and can be modified as needed.



Back Cover