

Form Builder - Cloning Existing Forms/Tabs

 supportcenter.nc4.com/hc/en-us/articles/218362208-Form-Builder-Cloning-Existing-Forms-Tabs

The custom forms cloning feature provides the means by which to reuse an existing form/tab design template as the basis for a new form or tab. This saves time when the basic format and/or fields on the existing form or tab requires minor changes to accommodate a new form or tab.

1. Navigate to *Administration > Form Builder*.
2. Locate the form or tab in the Form Builder Manager *Active* view.
3. Click on the associated image in the *Clone* column to the right of the listing.
4. The custom form/tab identity window opens for the selected form.
5. Change the *Form Name*, *Display Name*, and *Description* for your new form and click *Next*.
6. Update the design as needed.
7. When done click *Finish*, you will be returned to the Form Builder Manager main screen and can now publish your new form for use in the normal manner.

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