

Create a Duplicate Configurable Form

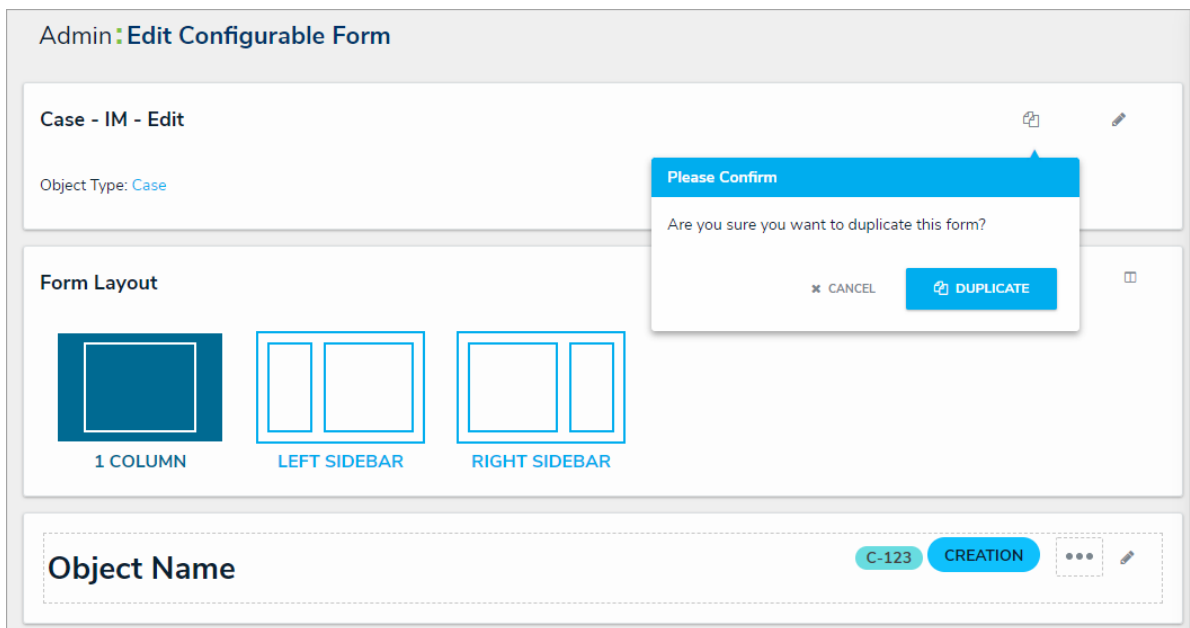
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Creating a duplicate form allows you to create similar forms (for both navigation and standard form types) for the same object type without having to entirely recreate a new form.

Newly duplicated forms are created with a `_COPY` suffix (e.g. creating a duplicate of a form called “New Incident” will create a new form called “New Incident_COPY”). You can edit the name and description for duplicate navigation and standard forms, and the elements and sections on a duplicate standard form, however, a duplicate form can only be associated with the same object type as the original form.

To create a duplicate configurable form:

1. Click the  icon in the top bar > **Configurable Forms** in the **Views** section.
2. Click the form you want to duplicate or enter the name of the form in the **Search** field, then click it to display the **Edit Configurable Form** page.
3. Click the  icon to the far right of the form’s name.
4. Click **Duplicate** to confirm and to display the **Edit Configurable Form** page for the duplicate.



Admin: Edit Configurable Form

Case - IM - Edit

Object Type: Case

Form Layout

1 COLUMN LEFT SIDEBAR RIGHT SIDEBAR

Please Confirm

Are you sure you want to duplicate this form?

CANCEL DUPLICATE

Object Name C-123 CREATION

5. If needed, click the **X** icon to close the **Form Palette**, then click the pencil icon to the right of the form’s name to edit the name and description as necessary.

Admin : **Edit Configurable Form**

Case - IM - Edit_COPY

Object Type: [Case](#)

Form Layout


1 COLUMN


LEFT SIDEBAR


RIGHT SIDEBAR

Object Name

C-123 CREATION ...

6. Click the  icon to display the **Form Palette** and add form elements as needed.



See the [Add Elements to a Standard Form](#) section for more details on configuring each form element.