

How to Clone a Custom Form



Step 1: Access the form by going to the Forms tab and then click on the name of the form you wish to clone.

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[+ Create new Custom Form](#)

Forms

☐ Form Name	Form category	Status	
☐ Grid Test	Other		Edit Edit questions Form settings Submissions (0)
☐ Student Internship Site Request	Other		Edit Edit questions Form settings Submissions (0)

Step 2: On the form's view tab, Program Staff will have a Clone this custom form button in the upper right of the screen.

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Student Internship Site Request

[View](#) [Edit](#) [Configure form](#) [Results](#) [Clone this custom form](#)

STUDENTS SHOULD ONLY SUBMIT THIS FORM AFTER MEETING WITH AND CONFIRMING PLACEMENT WITH THE AGENCY OR ORGANIZATION.

Step 3: You will be redirected to the add/edit page with all the details already filled in. You can change anything you wish to on this page. Make sure to remember to click Save at the bottom of the page to create the new form.

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Clone of Student Internship Site Request Enable the page guide

View
Edit
Configure form
Results

Title Required

Student Internship Site Request

Program

- None -

Form category Required

Other

☐ Show this form on student placements

☐ This form requires a Supplemental Custom Form

Archive Settings (click to close)

This moves the form to a different list so you can retain old forms without them cluttering the main form list.
☐ Archive this form

Confidential Form Settings (click to open)

Related Course Settings (click to open)

Step 4: Your form is ready for use. You can now edit any other pieces of the form including components, emails, and advanced settings.

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NEW Student Internship Site Request Enable the page guide

View
Edit
Configure form
Results

Edit Questions
Conditionals
Validation Rules
E-mails
Export
Settings

Show row weights

Label	Form Key	Type	Value	Required	Operations
+ Directions	directions	Additional directions	<h3 style="color: rgb(34,...		Edit Clone Delete
+ Student Identification Information	student_identification_info...	Collection of questions	-		Edit Clone Delete
+ Student Name	student_name	Single-line text	[current-user:field-user...	☒	Edit Clone Delete
+ NetID	netid	Single-line text	-	☒	Edit Clone Delete
+ Address	address	Single-line text	-	☒	Edit Clone Delete
+ Zip Code	zip_code	Single-line text	-	☒	Edit Clone Delete