



















Cloning forms


	This tutorial explains how to make a copy of an existing form, saving you trouble creating similar forms.
	Settings > Database manager
	<p>A user is a person managing the EConsort application.</p> <p>An applicant is an applying student.</p> <p>A student is an applicant who has been admitted.</p>
	Printscreens in this tutorial are centered and indicated by a box .
	Watch the corresponding video tutorial online by clicking the 'Play' icon.

▼ Click the **manage forms link of the needed target group**. Most of the times and as shown in the example below, you will want to clone a students' or applicants' form.









- EConsort data management tool:

-  **Students/applicants**
 -  manage fields
 -  **manage forms**
 -  manage reports
 -  manage documents
-  **Scholars**
 -  manage fields
 -  **manage forms**
 -  manage reports
-  **Users**
 -  manage fields
 -  **manage forms**
 -  manage reports

▼ Click the form you want to clone. In this example, **the management form** is used.


- **APPLICATION FORM:**
 - test aanmelding student
 - Application MyEconomics electives (PhD candidates) 
 - test
 - Test applicatie
 - Application project X
- **EVALUATION FORM:**
 - Evaluation form
 - Evaluatie 2013
- **MANAGEMENT FORM:**
 - **Management form** 
 - This is a form example
 - Thesislijst
 - List of teachers
- **Uncategorized form:**
 - Student form
 - Thesislist
 - test info 11

▼ Click [access special form options](#).

- **MANAGEMENT FORM:**
 - **Management form**
 -  - edit fields and categories
 -  - edit form settings
 -  - **access special form options** 
 -  - delete
 -  - preview in management layout
 -  - preview in application form layout
 -  - generate full form report

▼ Click **the link** next to 'Clone this form'.

Special options

- [Set as default student management form](#) - currently set as default
- [Clone this form](#) - **Click here** 

▼ The following cloning options appear:

Special options

- **Set as default student management form** - currently set as default
- **Clone this form**

New form name: clone_management

Econsort instance: TESTVERSION

Clone option:

- ☒ All fields
- ☐ Only shared locked fields

Clone now

▲ Enter a **name** for the new form. Define **which EConsort instance you want to clone it to**. This option makes it possible to share forms with colleagues using different EConsort instances.

Choose **which fields you want to copy**:

- **All fields**: including the fields you customised yourself
- **Only shared locked fields**: these predefined fields are used in all EConsort instances, they are indicated by a yellow key in the field overview

Click **the button** to complete the action.

▼ The **new form** can be found in the form overview. Like any other form, you can edit or delete it

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- Test applicatie
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■ **EVALUATION FORM:**

- Evaluation form
- Evaluatie 2013

■ **MANAGEMENT FORM:**

- Management form
- This is a form example
- Thesisljst
- List of teachers

■ **Uncategorized form:**

- Student form
- Thesislst
- test info 11
- **clone_management**
 - - edit fields and categories
 - - edit form settings
 - - access special form options
 - - delete
 - - preview in management layout
 - - preview in application form layout

■ Contact information

■ General info

■ Language

■ Studenttype

■ Add form category



Cloning a form will clone all (shared locked) fields to an instance. Consequently, cloning several forms to the same instance, will create copies of all included fields every single time. To avoid unnecessary copies of fields, it is recommended to only clone a certain form **ONCE** to an instance and let the instance customize the form and included fields.