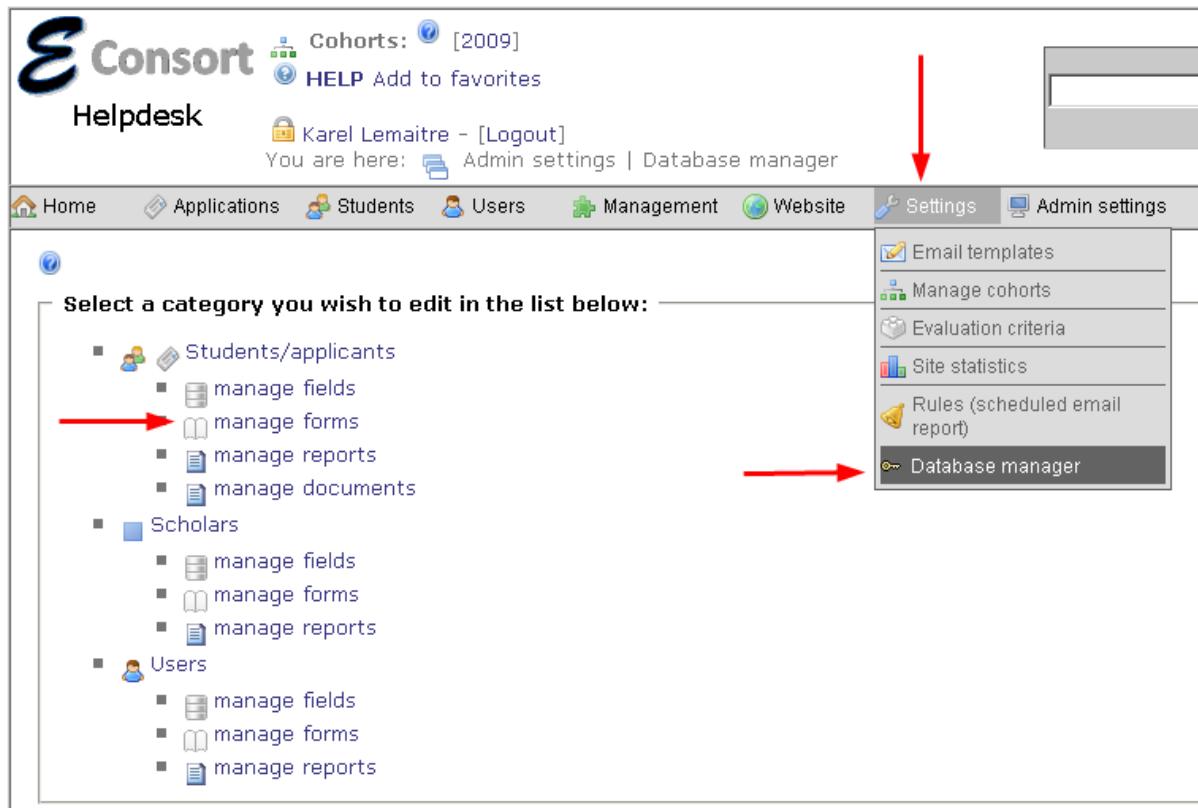
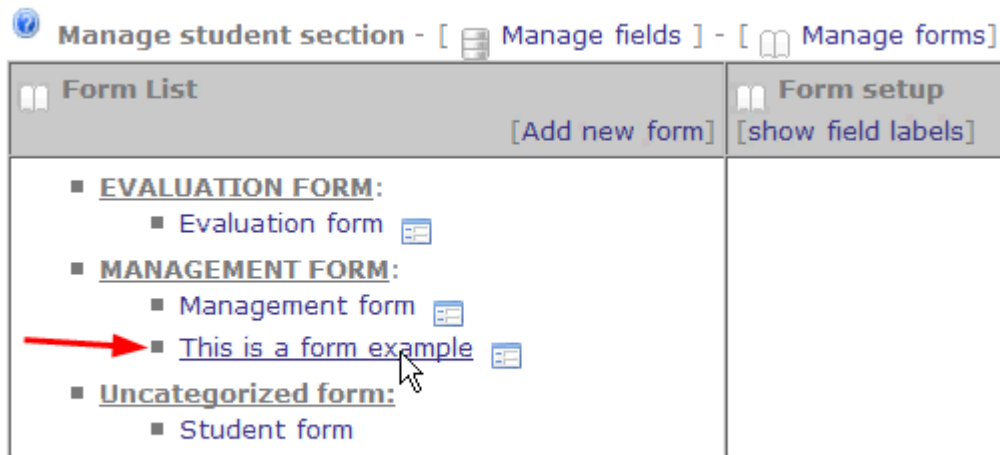


Cloning forms

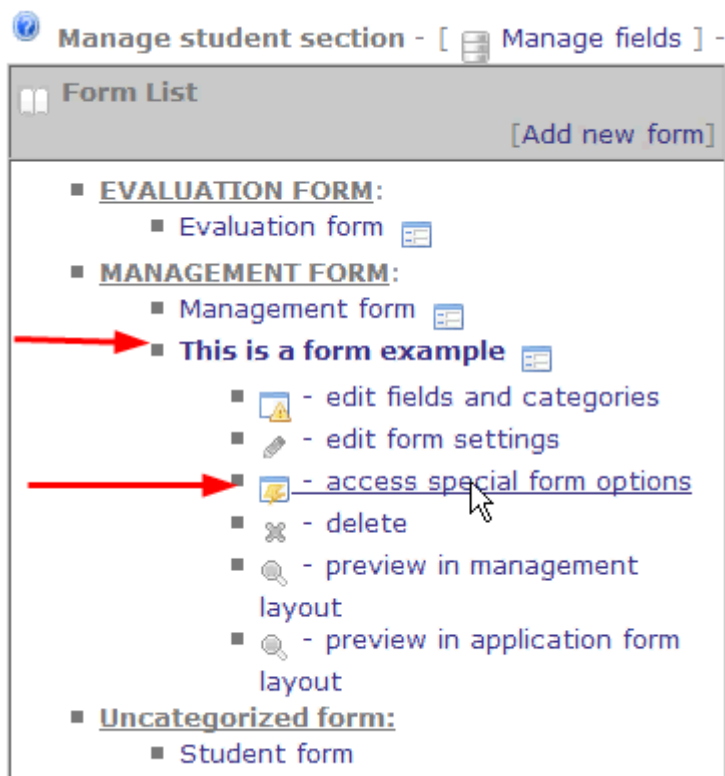
In your instance, go to “Settings”, “Database manager”, “Manage forms”



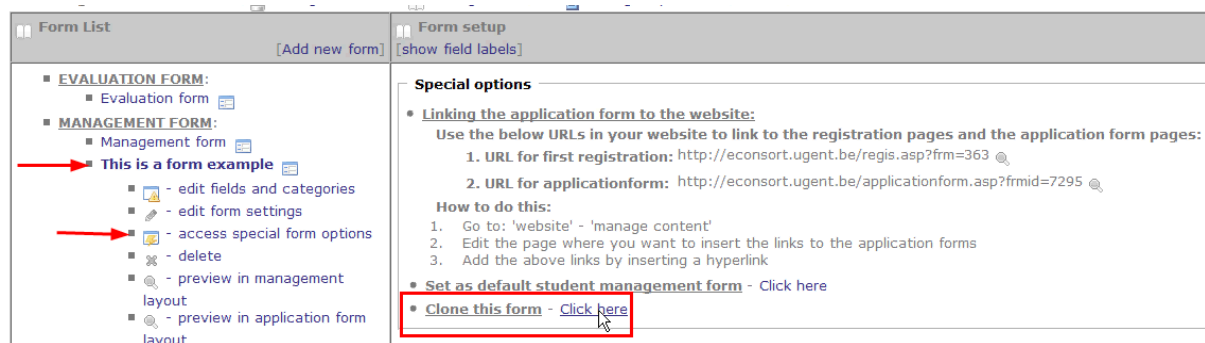
In this example we use “This is a form example” to start with.



In the “This form example”-feature list, select “Access special form options”



Then select “Clone this form”



To clone a form, you need to name it, assign it to an EConsort instance (i.e. you can clone one of your personal forms, and make it available to a colleague from another EConsort instance. Then you can select to clone all fields or only the shared locked fields. “All fields” includes the fields you made yourself custom. Shared locked fields are fields which names are predeceased by 2 exclamation marks (“!!”) and are equally used in other instances

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

The image shows a screenshot of the 'Clone this form' dialog box. It contains the following fields and options: 'New form name' with the text 'cloned form'; 'Econsort instance' with a dropdown menu showing 'TESTVERSION'; and 'Clone option' with two radio buttons, 'All fields' (selected) and 'Only shared locked fields'. A red arrow points to the 'Clone now' button at the bottom.

BEST PRACTICE !!

To be sure you don't create unwanted (copies of) fields – since cloning a form to another instance also clones all (custom) fields to that instance – it is of good practice to only clone a certain form ONCE to that other instance, and let that instance customize the form and included fields. If you clone a certain form multiple times to the same other instance, all fields which are in the cloned form, will be cloned to the other instance too (over and over). Be aware, by working with multiple clones of a certain form, this will create multiple instances of certain field, thus creating unwanted copies of a certain field.