

Copy a Form Template

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If you have the appropriate rights, you can copy an existing form to create a new one. After doing this, you can modify the form settings and questions to meet your needs.

Edit Questionnaire Security Copy	DFW Patient Tracking	Please use this form to enter data
Edit Questionnaire Security Copy	Disease Control Intake Report	This is a sample of the Tarrant County
Edit Questionnaire Security Copy	Diversion Decision Form	Please answer the following questions
Edit Questionnaire Security Copy	Divert Form	Complete for each patient diverted to
Edit Questionnaire Security Copy	Dog Bite Report	To report dog bites to users and res
Edit Questionnaire Security Copy	ED Report	Report on ED situation
Edit Questionnaire Security Copy	Extreme Heat Surveillance	Please complete this form based on This form will be directly submitted to (414)286-5789

As with creating a template from scratch, the process of completing the template differs based on how the form is activated and how the completed form is to be delivered. For details, refer to [Create a Form Template](#).

To copy an existing template

1. In the main menu, click **Form** and then click **Configure Forms**. The *Form Configuration* page opens.
2. Locate the form and, on that row, click **Copy**. The *Create New Form Template* page opens.
3. For **Title**, enter the name of the new form template.
4. For **Description**, enter details about when and/or why to use this form template.
5. Make additional changes as appropriate, depending on your activation and delivery selection. For assistance with this, see the linked instructions.
 - [One user activates and another completes the form](#) (User initiate & Other To Fill Out)
 - [One user activates and completes the form](#) (User initiate & Fill Out Him/Herself)
 - [The system activates the form when certain status changes occur](#) (As Certain Status Changes)
 - [The system activates the form at predefined times](#) (Pre-defined Shifts)
6. Click **Next** and select the appropriate options on the subsequent pages.