



# Create a Duplicate Configurable Form

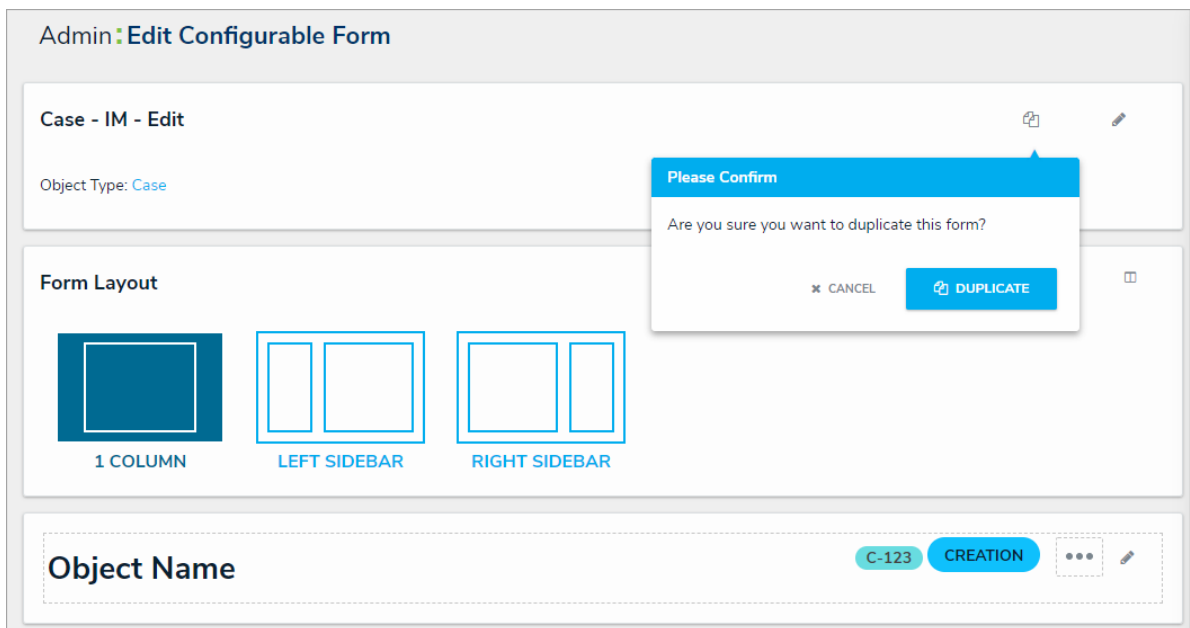
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Creating a duplicate form allows you to create similar forms (for both navigation and standard form types) for the same object type without having to entirely recreate a new form.

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.




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.