

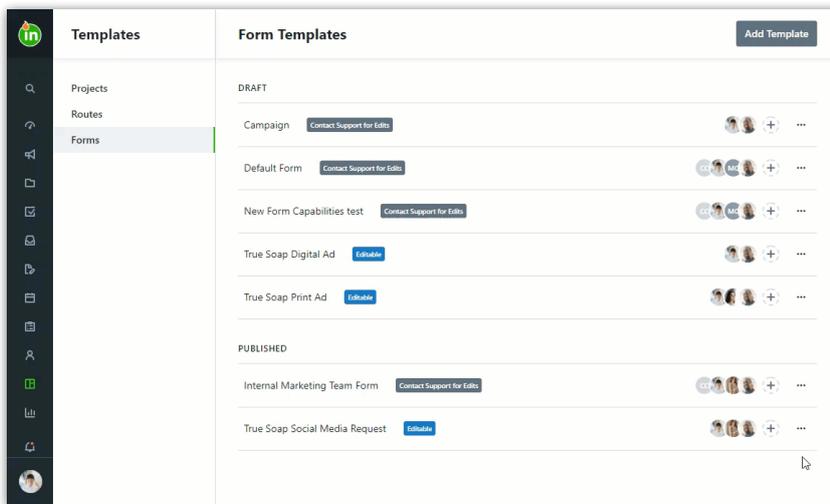
# Editing Existing Forms

Published on 01/27/2022

## Editing Forms

You have the ability to edit any form with the blue "editable" badge, as it was created using the Form Template Builder tool. Editing a form will move that form into your Draft section and will not be visible to your requesters until the form has been published.

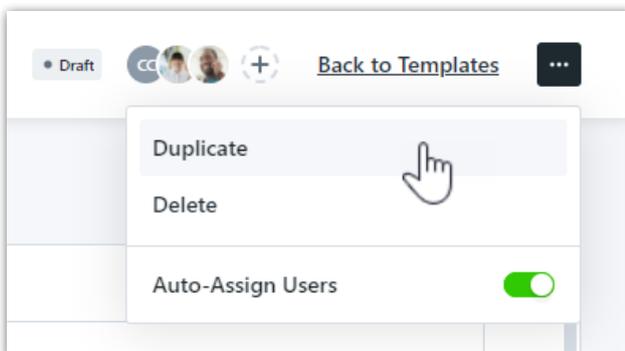
To edit a form, navigate to your Form Templates screen. Click the action menu next to the form you want to edit and select **Edit**.



You will be brought to your form editing screen.

## Duplicating a Form Template

Forms can be duplicated to cut down on repetitive work when creating forms with similar functionality. To duplicate a form, navigate to the form you need to copy and click the action menu in the top right-hand corner. Click **Duplicate**.



You will be prompted to re-name the duplicated template and click **Duplicate Template**.

### Duplicate Form Template ×

Template Name \*

Copy of True Soap Print ad

Cancel
Duplicate Template

The new template will be in the draft section of your form template list view and can be edited to fit your needs.

You also have the option to duplicate a form template from your list view by clicking the action menu and selecting **Duplicate**.

#### Form Templates Add Template

**DRAFT**

Campaign <span style="float: right; background-color: #00a651; color: white; padding: 2px 5px; border-radius: 3px;">Contact Support for Edits</span>	<span style="font-size: 1.2em;">+</span> <span style="font-size: 1.2em;">⋮</span>
Default Form <span style="float: right; background-color: #00a651; color: white; padding: 2px 5px; border-radius: 3px;">Contact Support for Edits</span>	<span style="font-size: 1.2em;">+</span> <span style="font-size: 1.2em;">⋮</span>
New Form Capabilities test <span style="float: right; background-color: #00a651; color: white; padding: 2px 5px; border-radius: 3px;">Contact Support for Edits</span>	<span style="font-size: 1.2em;">+</span> <span style="font-size: 1.2em;">⋮</span>
True Soap Digital Ad <span style="float: right; background-color: #00a651; color: white; padding: 2px 5px; border-radius: 3px;">Editable</span>	<span style="font-size: 1.2em;">+</span> <span style="font-size: 1.2em;">⋮</span>
True Soap Print Ad <span style="float: right; background-color: #00a651; color: white; padding: 2px 5px; border-radius: 3px;">Editable</span>	<span style="font-size: 1.2em;">+</span> <span style="font-size: 1.2em;">⋮</span>
True Soap Social Media Request <span style="float: right; background-color: #00a651; color: white; padding: 2px 5px; border-radius: 3px;">Editable</span>	<span style="font-size: 1.2em;">+</span> <span style="font-size: 1.2em;">⋮</span>

**PUBLISHED**

Internal Marketing Team Form <span style="float: right; background-color: #00a651; color: white; padding: 2px 5px; border-radius: 3px;">Contact Support for Edits</span>	<span style="font-size: 1.2em;">+</span> <span style="font-size: 1.2em;">⋮</span>
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Edit

Duplicate

Delete

Auto-Assign Users

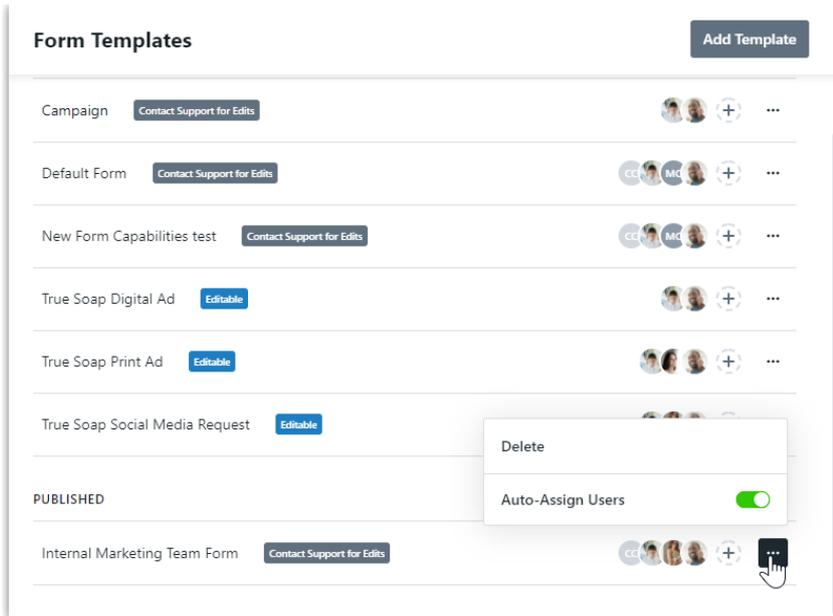
## Managing Legacy Forms



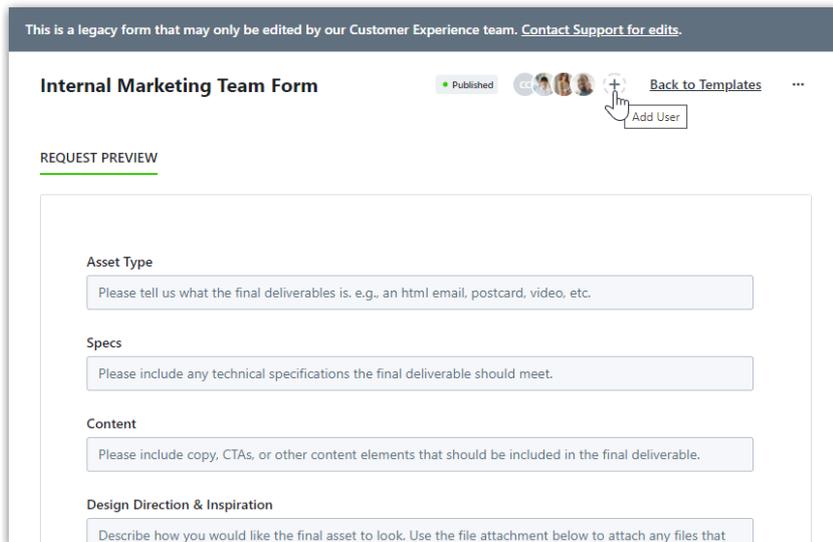
Forms created and edited by the inMotionNow Support Team cannot be edited using the Form Template Builder. These are indicated with a grey badge. Please reach out to [Support](https://guide.lytho.com/help/contact-feedback) (<https://guide.lytho.com/help/contact-feedback>) to request edits to these forms.

While forms built by our support team cannot be edited, there are areas you have the ability to manage and view.

From the Form Templates view you have the ability to [delete your form](https://app.knowledgeowl.com/kb/article-preview/id/58dd1fad2a121c8947fc7e03/aid/5feb9842ad121c04724add36#deleting-a-form-template) and manage the Auto-Assign Users toggle.



When clicking inside of a form you are able to view the [request preview](https://guide-ignite.inmotionnow.com/help/intro-self-service-form-builder#request-preview) and can [manage your requesters](https://guide-ignite.inmotionnow.com/help/managing-requesters) by clicking the plus icon next to the avatars.



You also have the ability to delete your form and manage the Auto-Assign Users toggle by selecting the action menu in the top right corner.

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