

Duplicating Job Launch Forms

Published on 02/06/2017

With Job Launch request form duplication, you can provide request submitters with the same form, yet have them route to different Job Launch Managers. When an Admin duplicates a form, it will maintain all of the original form's attributes, except Job Launch manager and Submitter assignments, which can be then be customized.

If you are an Admin that would like to duplicate a form, navigate to **Account > Job Launch Forms**. This will bring you to a screen that shows all of your request forms. Simply press the 'Duplicate' button beside the form of your choice.

				Workspace	My Reviews(27)	Contacts	Tasks	Reports	Account	Help
										Account Settings
										Project Archive
										Proof Archive
										Project Templates
										Proof Templates
										Job Launch Forms
DATE CREATED	OWNER NAME	# of PAGES	AVAILABLE							
3/30/2016 4:15:39 PM	Dylan Boan	0		Edit	Delete	Duplicate				
3/30/2016 4:17:19 PM	Dylan Boan	4		Edit	Delete	Duplicate				
3/30/2016 4:17:19 PM	Dylan Boan	1		Edit	Delete	Duplicate				
3/30/2016 8:00:00 PM	Dylan Boan	1		Edit	Delete	Duplicate				
3/30/2016 8:00:00 PM	Dylan Boan	1		Edit	Delete	Duplicate				
10/17/2016 2:46:16 PM	Dylan Boan	1		Edit	Delete	Duplicate				
1/22/2017 6:45:46 PM	Dylan Boan	1		Edit	Delete	Duplicate				

You will then be brought to the '**Edit Job Launch Form**' screen where you can adjust the settings of the new duplicate form.

Click '**Save Form**' to complete the duplication process.



The original form being duplicated becomes the "master" form, so that any updates made to that form carry over to its duplicates. For this reason, duplicated forms will always be associated to the original master and you will not be able to duplicate children forms.

Workspace My Reviews(27) Contacts Tasks Reports Account Help			
DATE CREATED	OWNER NAME	# of PAGES	AVAILABLE ACTIONS
3/30/2016 4:15:39 PM	Dylan Boan	0	Edit Delete Duplicate
3/30/2016 4:17:19 PM	Dylan Boan	4	Edit Delete Duplicate
3/30/2016 4:17:19 PM	Dylan Boan	1	Edit Delete Duplicate
3/30/2016 8:00:00 PM	Dylan Boan	1	Edit Delete Duplicate
3/30/2016 8:00:00 PM	Dylan Boan	1	Edit Delete Duplicate
10/17/2016 2:46:16 PM	Dylan Boan	1	Edit Delete Duplicate
1/22/2017 6:45:46 PM	Dylan Boan	1	Edit Delete Duplicate
1/26/2017 9:04:20 AM	Dylan Boan	1	Edit Delete Duplicate

size: 8 Change Item 1 to 8 of 8

If you're interested in this feature, please reach out to support and we can enable this on your account.