

## **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**.

Templates	Form Templates	Add Template
Projects	DRAFT	
Routes	Campaign Contact Support for Edits	<b>3 (</b> <del>(</del> <del>)</del> )
Forms		
	Default Form Contact Support for Edits	<b>.</b>
	New Form Capabilities test Contact Support for Edits	
	True Soap Digital Ad random	۰ - پې کې
	True Scap Print Ad Totador	3 <b>6 3</b> 🕀
	PUBLISHED	
	Internal Marketing Team Form Contact Support for Lake	<b>C38</b> 🕀
	True Soap Social Media Request	<b>369</b> +
		1

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**.

• Draft	Back to Templates
	Duplicate
	Delete
	Auto-Assign Users

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



Duplicate Form Templa	te	×
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**.

orm Templates	Add Template		
)RAFT			
Campaign Contact Support for Edits	(1) 20 (1)		
Default Form Contact Support for Edits			
New Form Capabilities test Contact Support for Edits	<b>.</b>		
True Soap Digital Ad Estitable	🔊 🕀 –		
True Soap Print Ad Editable	30 🕄 🕀 🔤		
True Soap Social Media Request Editable	Edit		
	Duplicate		
UBLISHED	Delete Duplicate		
Internal Marketing Team Form Contact Support for Edits	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) 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 todelete your form (https://app.knowledgeowl.com/kb/articlepreview/id/58dd1fad2a121c8947fc7e03/aid/5feb9842ad121c04724add36#deleting-a-form-template) and manage the Auto-Assign Users toggle.



Form Templates	Add Template		
Campaign Contact Support for Edits	۰۰ الای		
Default Form Contact Support for Edits			
New Form Capabilities test Contact Support for Edits			
True Soap Digital Ad Editable	(1)		
True Soap Print Ad Editable	30 🛞 (Đ) —		
True Soap Social Media Request Editable	Delete		
PUBLISHED	Auto-Assign Users		
Internal Marketing Team Form Contact Support for Edits	<b>C</b>		

When clicking inside of a form you are able to view therequest preview (https://guide-

ignite.inmotionnow.com/help/intro-self-service-form-builder#request-preview)and can manage your requesters (https://guideignite.inmotionnow.com/help/managing-requesters) by clicking the plus icon next to the avatars.

This is a legacy form that may only be edited by our Cust	omer Experience tea	m. <u>Contact Sup</u> j	<u>port for edits</u> .	
Internal Marketing Team Form	Published		Add User	<u>es</u>
REQUEST PREVIEW				
Asset Type				
Please tell us what the final deliverables is. e.g.	an html email, posto	ard, video, etc.		
Specs				
Please include any technical specifications the	final deliverable shou	ıld meet.		
Content				
Please include copy, CTAs, or other content ele	ments that should be	e included in the	final deliverable.	
Design Direction & Inspiration				
Describe how you would like the final asset to				

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.

© 2024 Lytho, Inc. All rights reserved. | Privacy Policy (https://www.lytho.com/privacy-policy/) Have a friend who could benefit from Lytho? Refer them and get a \$200 gift card! (https://www.lytho.com/share-the-lytho-love/)