Copying a Form with a Subform by exporting and importing fields

The following section describes how to create a copy of a Form with a Subform by exporting a Form’s fields and a Subform’s fields and importing them to another Form.

Instead of designing a Form with a Subform you can create a copy of another Form and a copy of its Subform. You might want to do that if for example you need to create a duplicate Form with a Subform or you need to do slight changes to its copy.

To do that you need to export the fields of the Form and then import them to a new Form. Then you need to export the fields of the Subform and import them to the Subform of the new Form. You might also want to import only some selected fields in order to create a shorter Form/Subform for example.

⚠️ To import a reference field make sure you use the Form id of the Form you are referencing.

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Export the fields of the Form you want to copy

Navigate to the Form Design page

• On the Database List page, click on the Database that contains the Form with the Subform that you want to copy to open it.
Click on "Database settings" to open the Database Settings page.

Click on the Form you want to copy to select it.

Click on "Edit form" on the Resource side panel to navigate to the Form Design page.
If the Form is in a Folder click the arrow next to the Folder's name to expand it in order to find the Form and click on the Form.

Export the fields of the Form and the Subform

- In the Form Design page, click on "Export fields" to export the fields of the Form.
• Click on the Subform to open it and on the Form Designer of the Subform, click on "Export fields" to export the fields of the Subform too.

• Click on the exported files to open them.
Import the exported fields in a new Form

Prepare the fields to import

- In the exported file you can see all the fields of the Form along with their properties. You can apply any changes you want at this step.
- Select the fields and copy them (Control + C or Command + C). Make sure you selected the Headers of the columns too.
- The FormId and the FieldId are not necessary as these are related to the Form and fields you have exported.

Add a Form and import the fields of the Form

- In the Database Design section, select the location where you want the new Form with the Subform to be added and click on "Add form".
- In the Form Design page, give a Name to your Form and click on "Add a field" to reveal the Fields palette.
• On the fields palette click on "Paste field list from spreadsheet".

• Paste the fields (Control + V or Command + V) to the fields box and click on "Add fields".
• The fields have been added to your Form, click on "Save" to save it.

Import the fields of the Subform

• In the exported file of the Subform you can see all the fields of the Subform along with their properties. You can apply any changes you want at this step.
• Select the fields and copy them (Control + C or Command + C). Make sure you selected the Headers of the columns too.
• The FormId and the FieldId are not necessary as these are related to the Subform and fields you have exported.
• In your Form click on the Subform field and click on "Open subform" to open it.

• In the Form Designer of the Subform click on "Add a field" to reveal the fields panel and click on "Paste field list from spreadsheet".
• Paste the fields of the spreadsheet of the Subform (Control + V or Command + V) to the fields box and click on "Add fields".

• The fields have been added to the Subform, click on "Save" to save it.
• On the Form Designer of the Form, click on "Save" to save the Form with the Subform.

Correcting errors, making changes

• In case of an error you will be notified and you won't be able to add the fields.
• If you didn't add all the necessary information for the fields you will be notified in the Form Designer.
Please make sure you included the Headers of the columns of the spreadsheet and that you included options for the Selection fields and the Form Id of the referenced Form for a Reference field.

- To make changes click on a field to open its properties.
• Click on "Done" to save any changes to the fields and click on "Save" to save the Form.