How to Data Mirror Single Custom Forms

Data · https://cclearninghub.co.uk/docs/how-to-data-mirror-single-custom-forms/

How to Data Mirror Single Custom Forms



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You can mirror Single Custom Forms from one site to another using the data mirroring functionality. This is especially useful for organisations managing multiple sites, as it allows you to easily replicate existing forms without the need to manually recreate them each time, saving both time and effort.

Whether you want to copy all forms in bulk, select just a few, or move only a single form, the system gives you full flexibility and control. If there are any naming conflicts when mirroring between sites, you can quickly resolve them by renaming the forms during the process.

This feature helps ensure consistency across sites, reduces duplication of work, and speeds up setup, particularly when onboarding new locations or aligning form usage across your organisation.

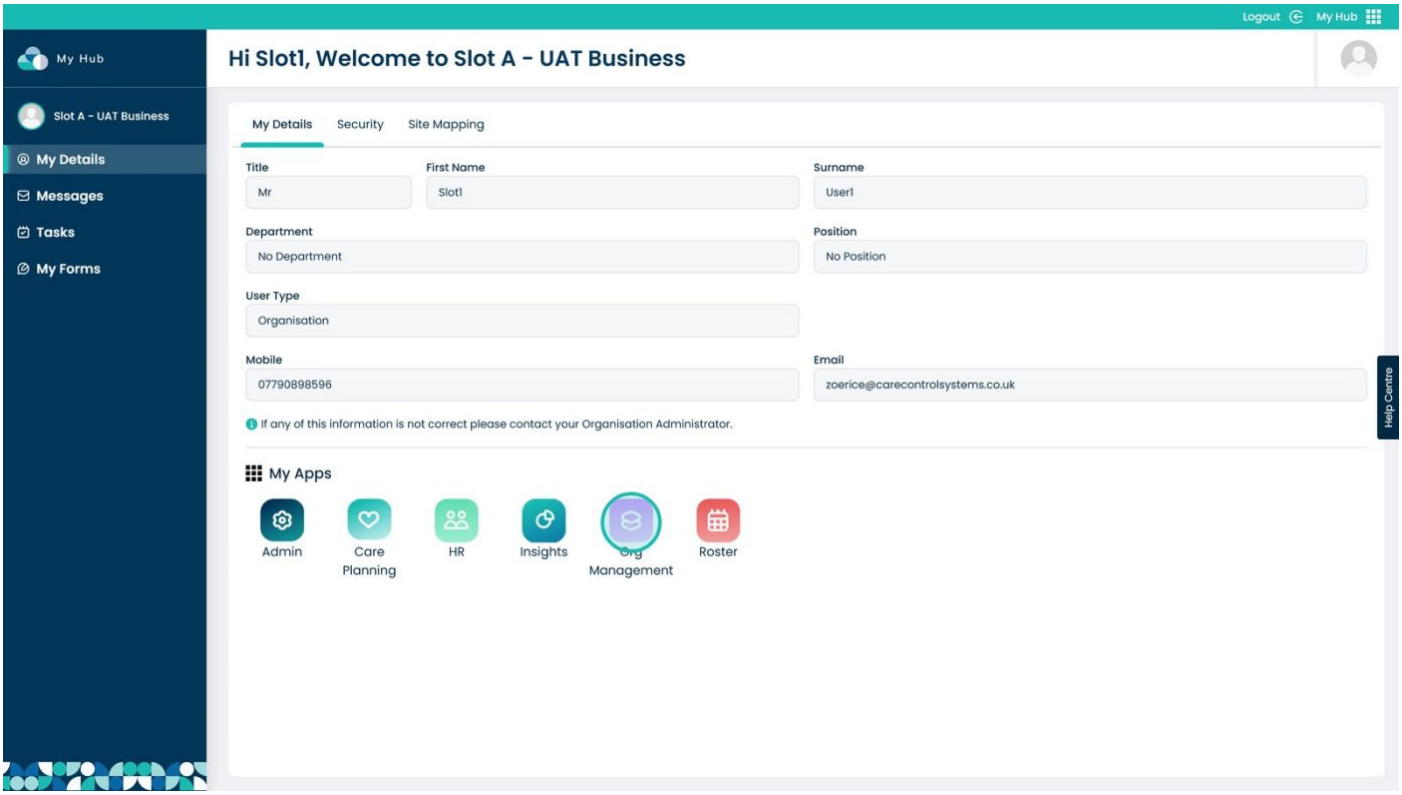
Interactive Guide

Embedded media:

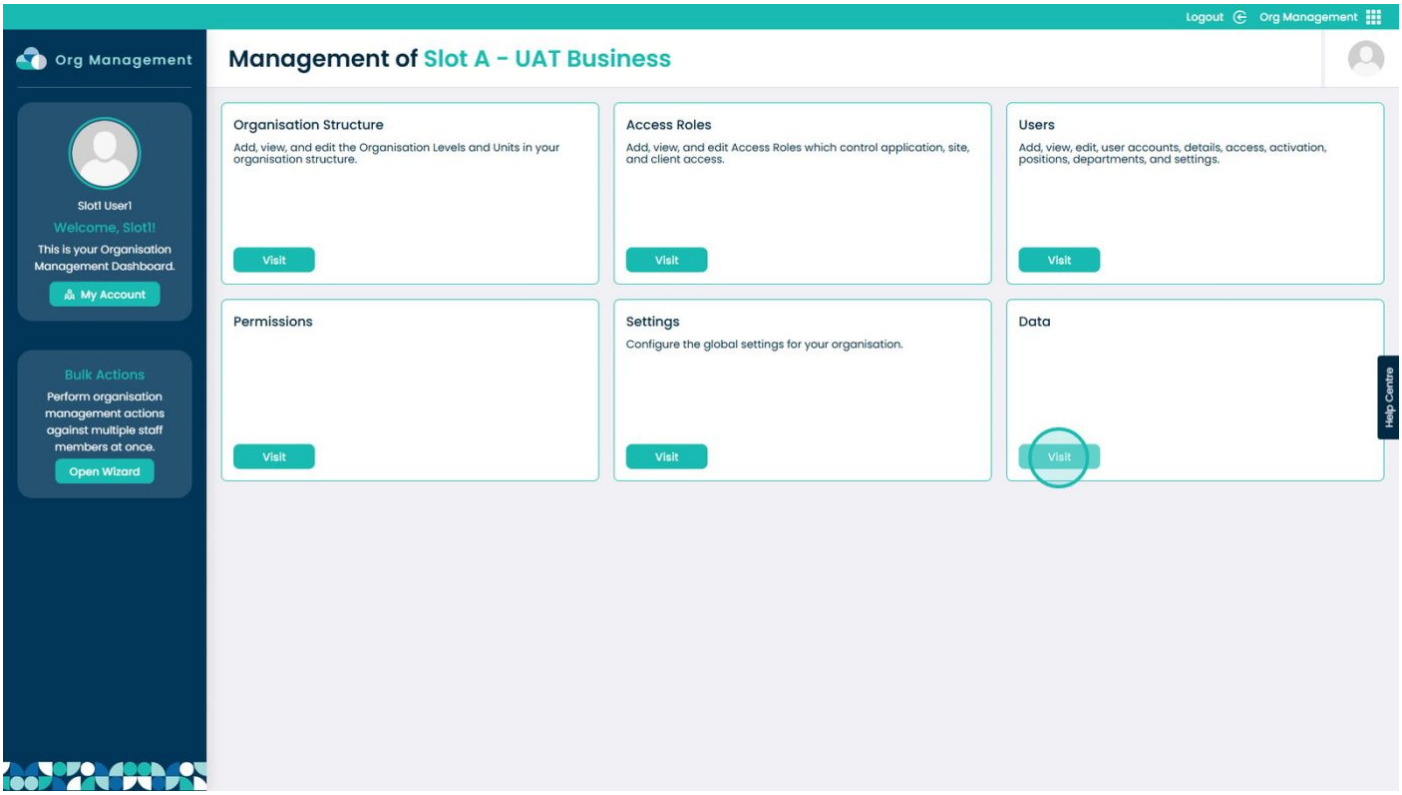
https://demo.arcade.software/8jX7i8ll6ChHxwW02b7C?embed&embed_mobile=tab&embed_desktop=inline&show_copy_lin

Text based guide

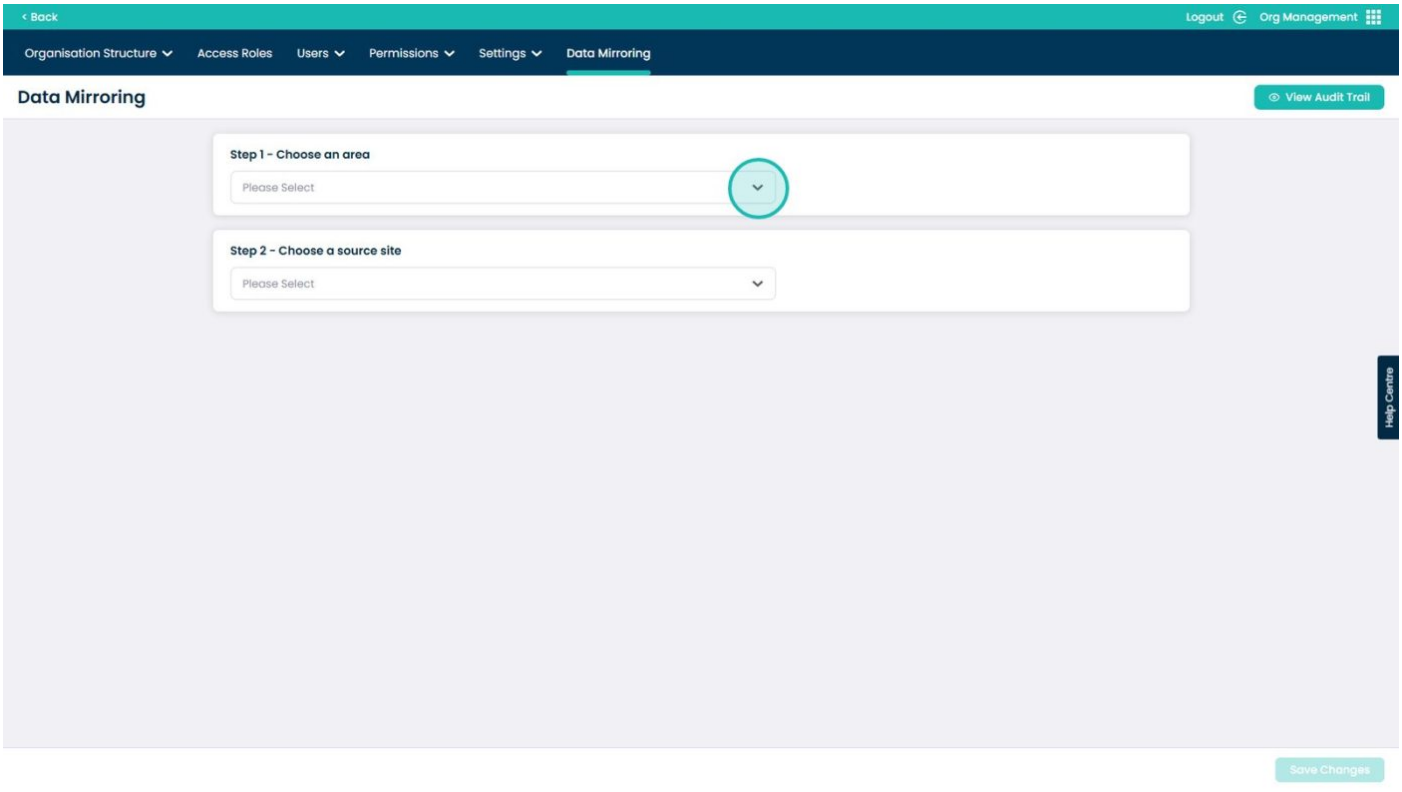
Open the Org Management app



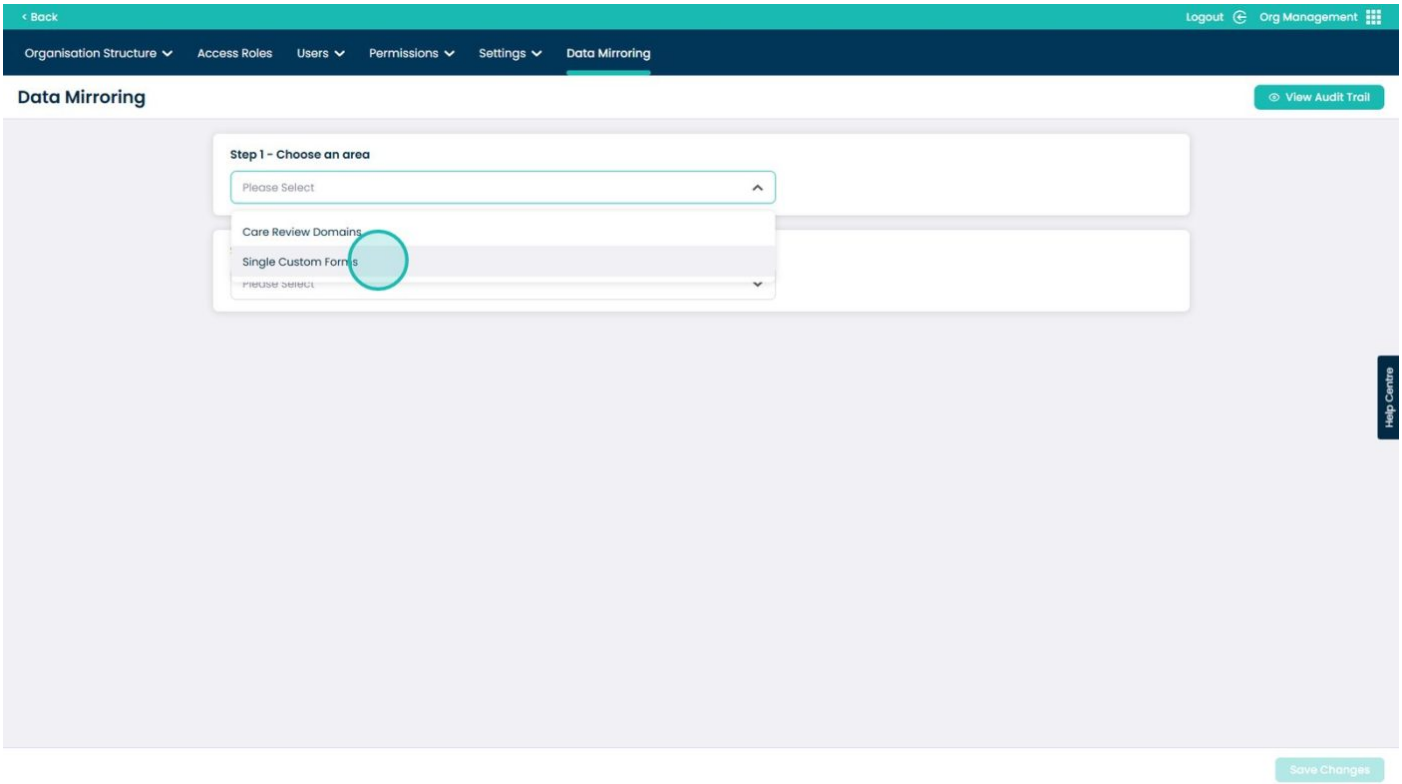
Visit the Data area



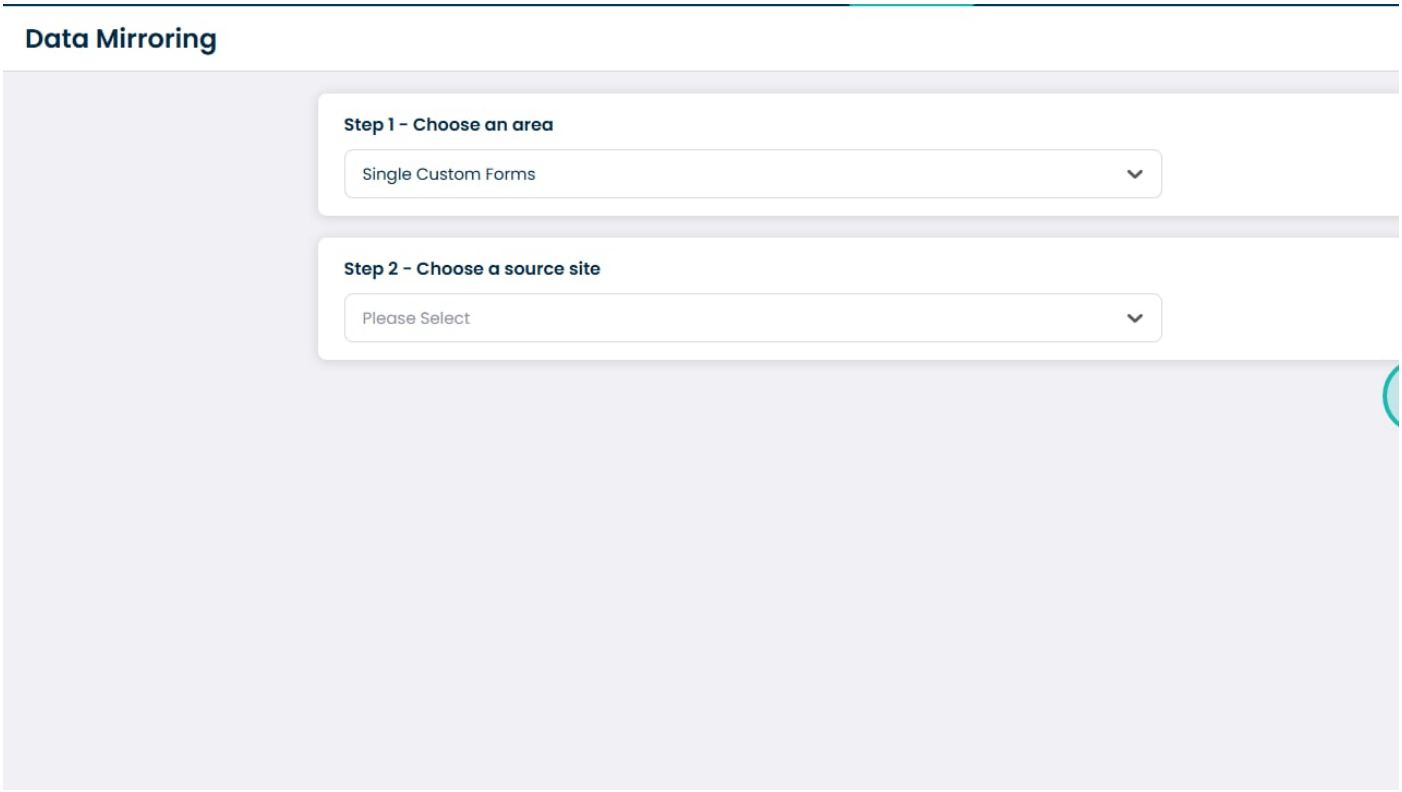
Open the choose an area drop-down



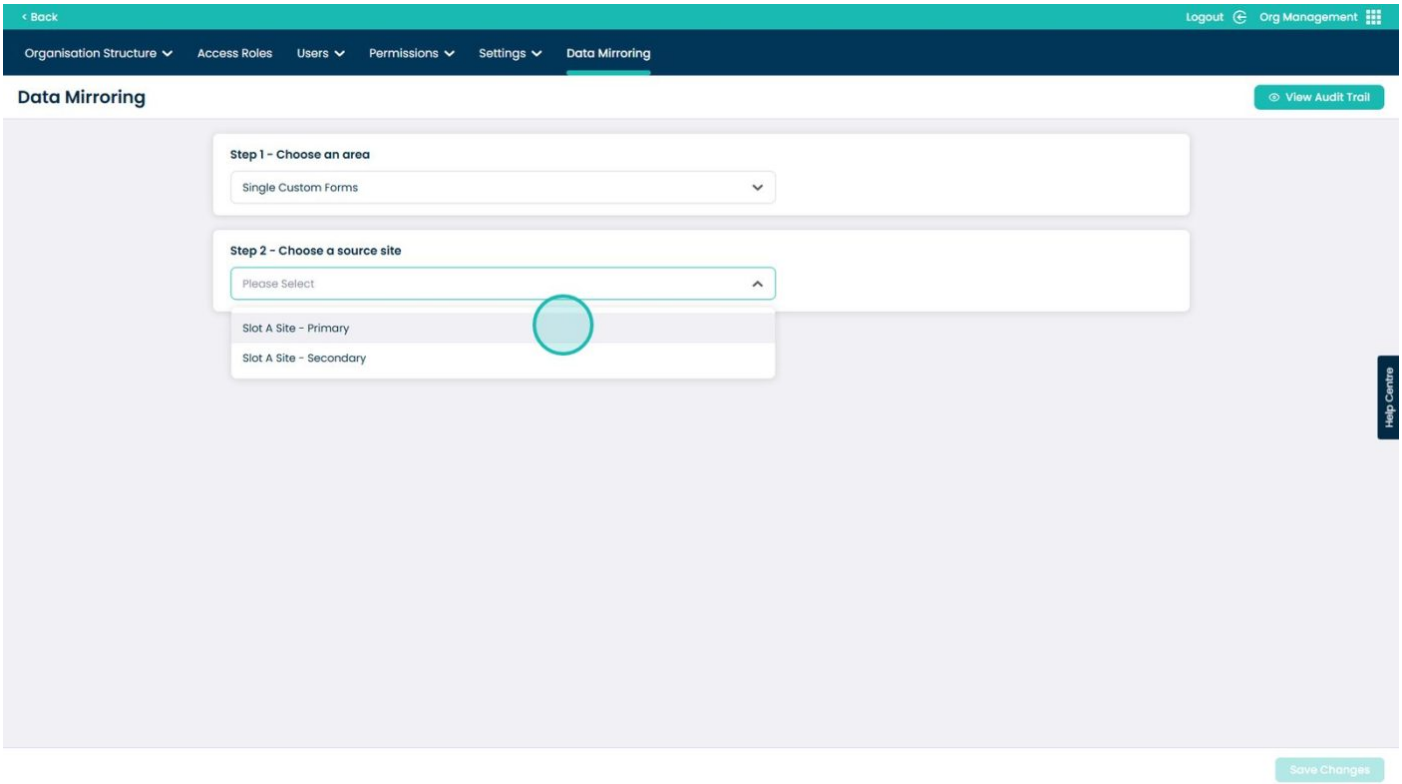
Choose Single Custom Forms



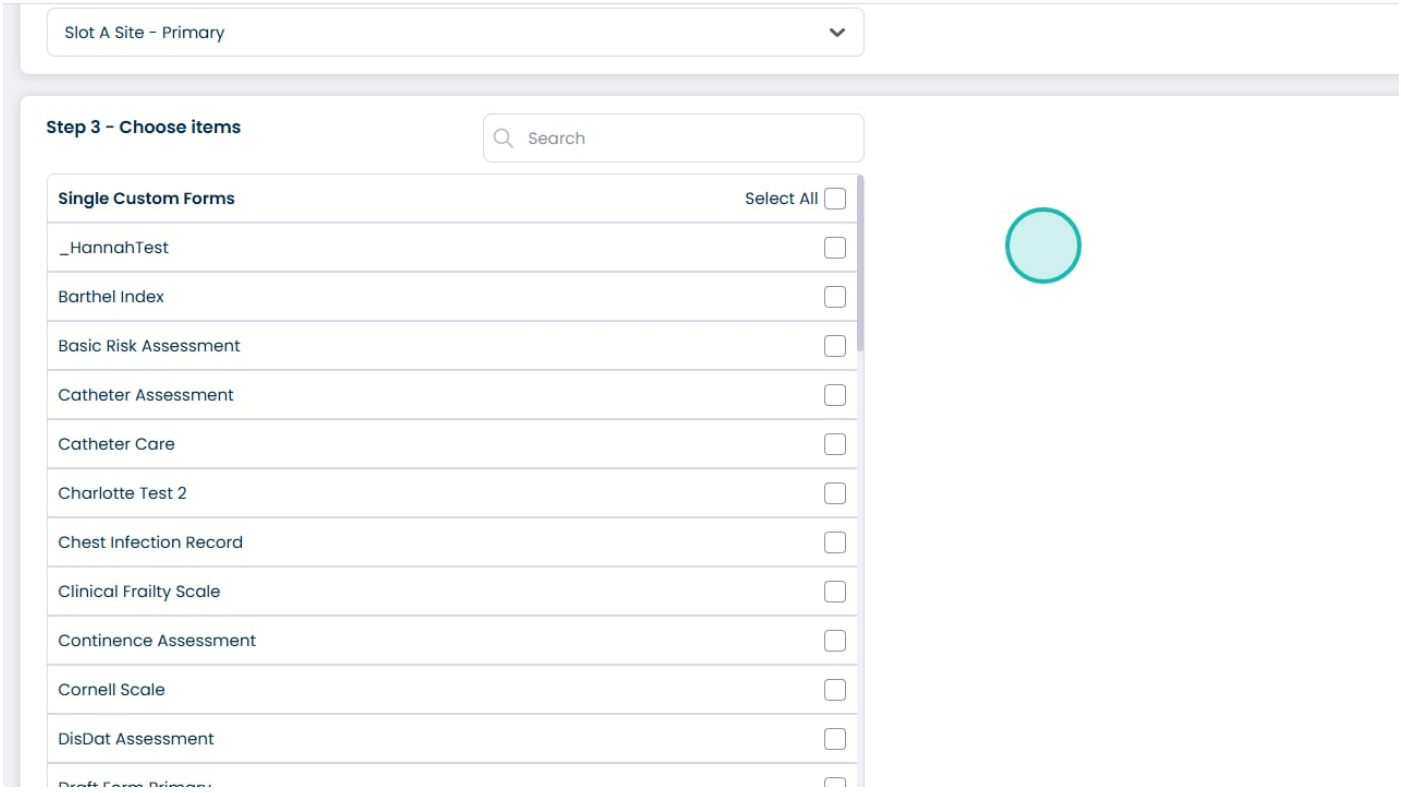
Open the choose a source site drop-down



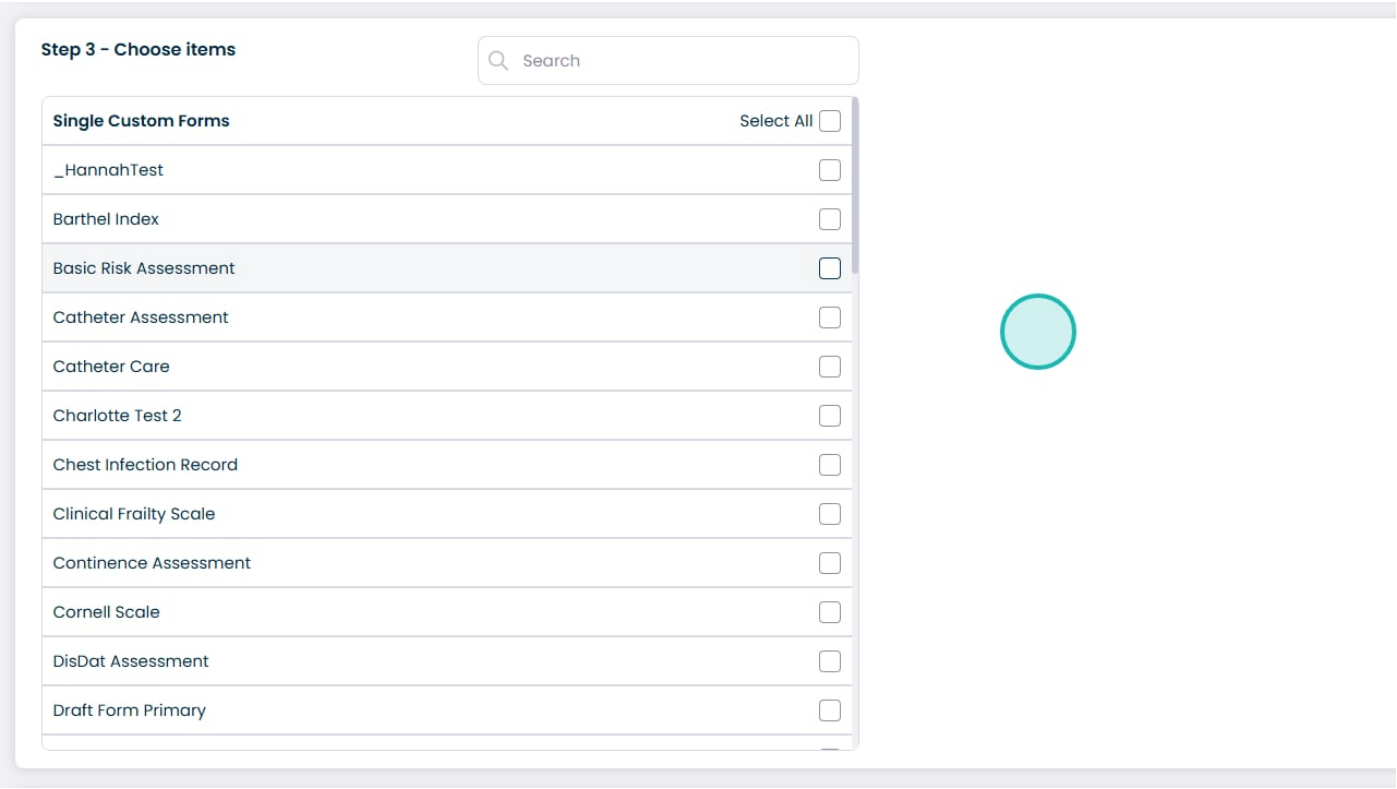
Pick the site you want the data to come from



You can select all of the single custom forms with this box

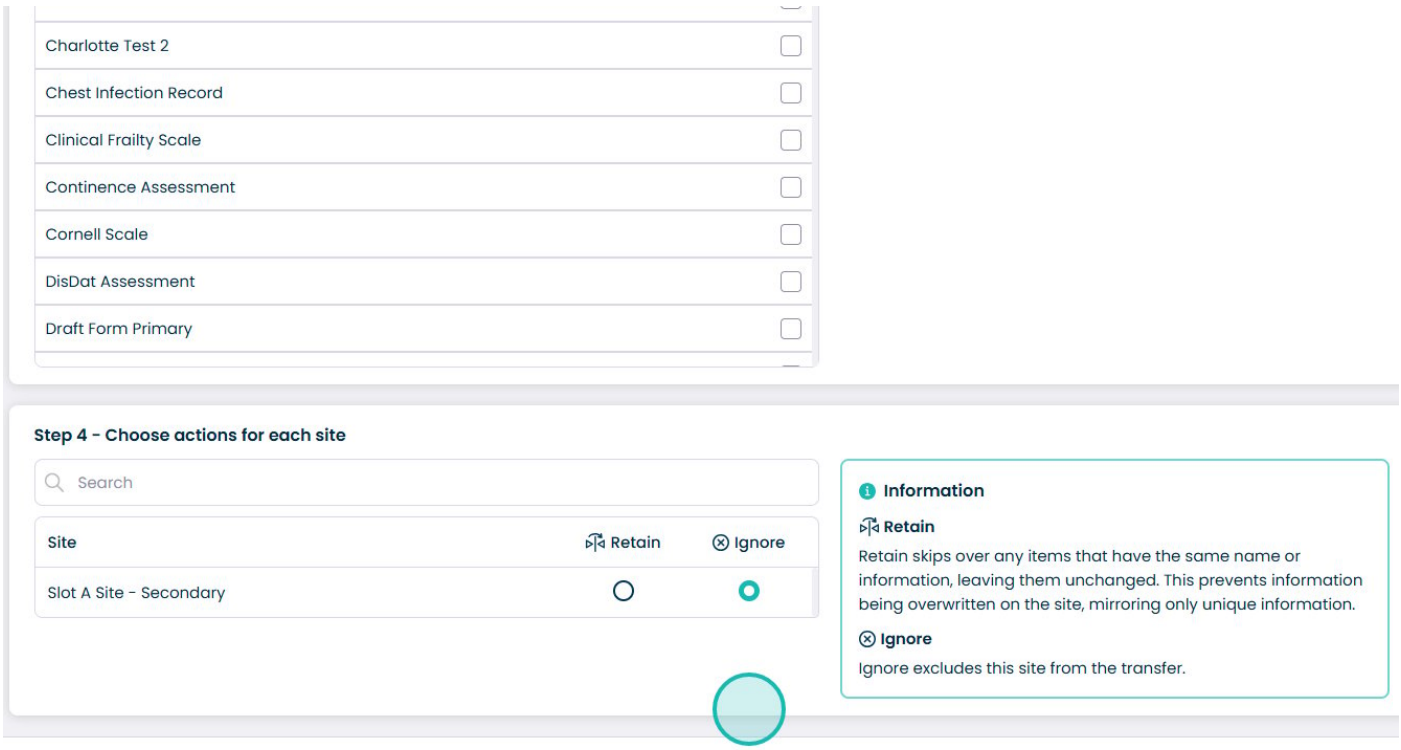


You can also choose individual or multiple single custom forms from the list

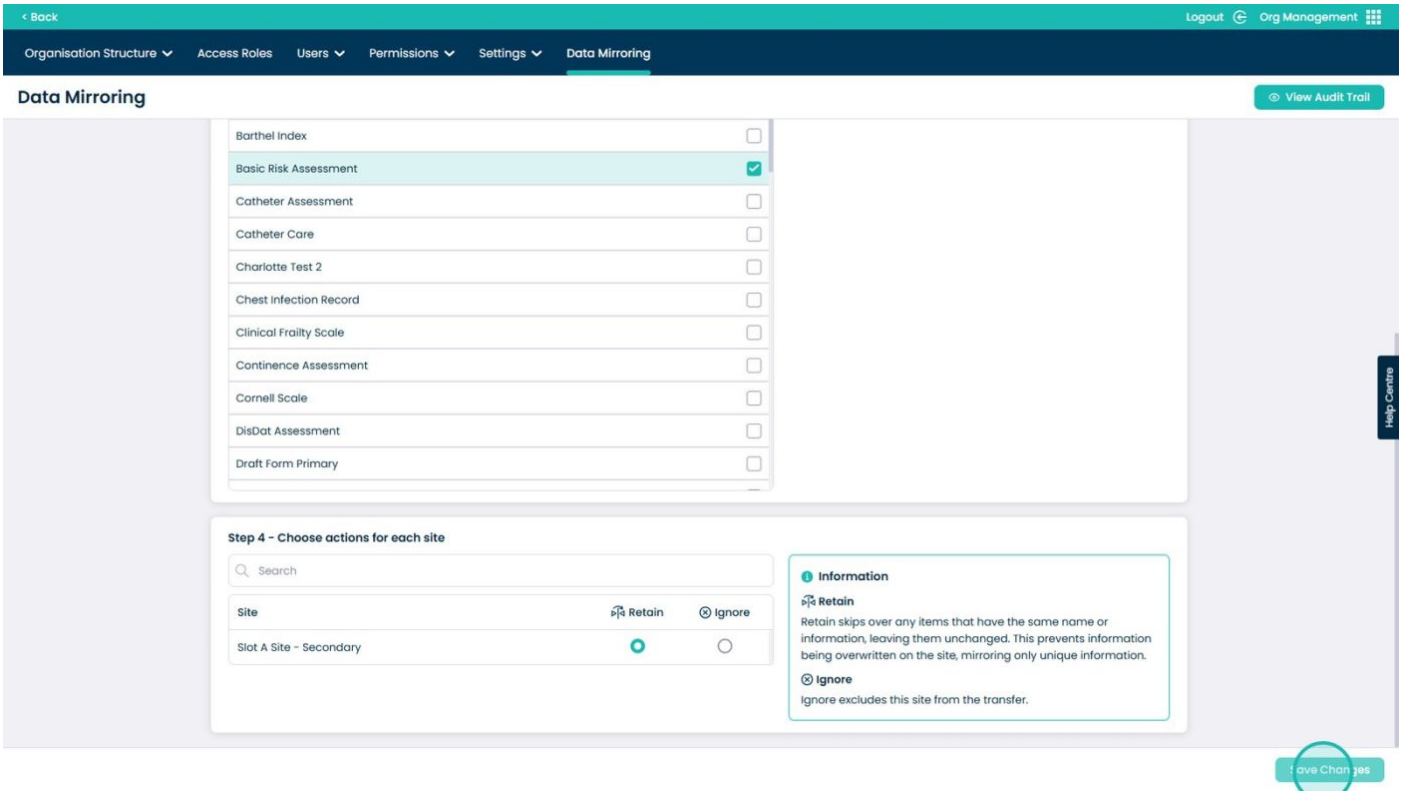


Choose Retain on the site you wish to transfer the data to. This will skip over items that have the same name and does not overwrite existing data unless

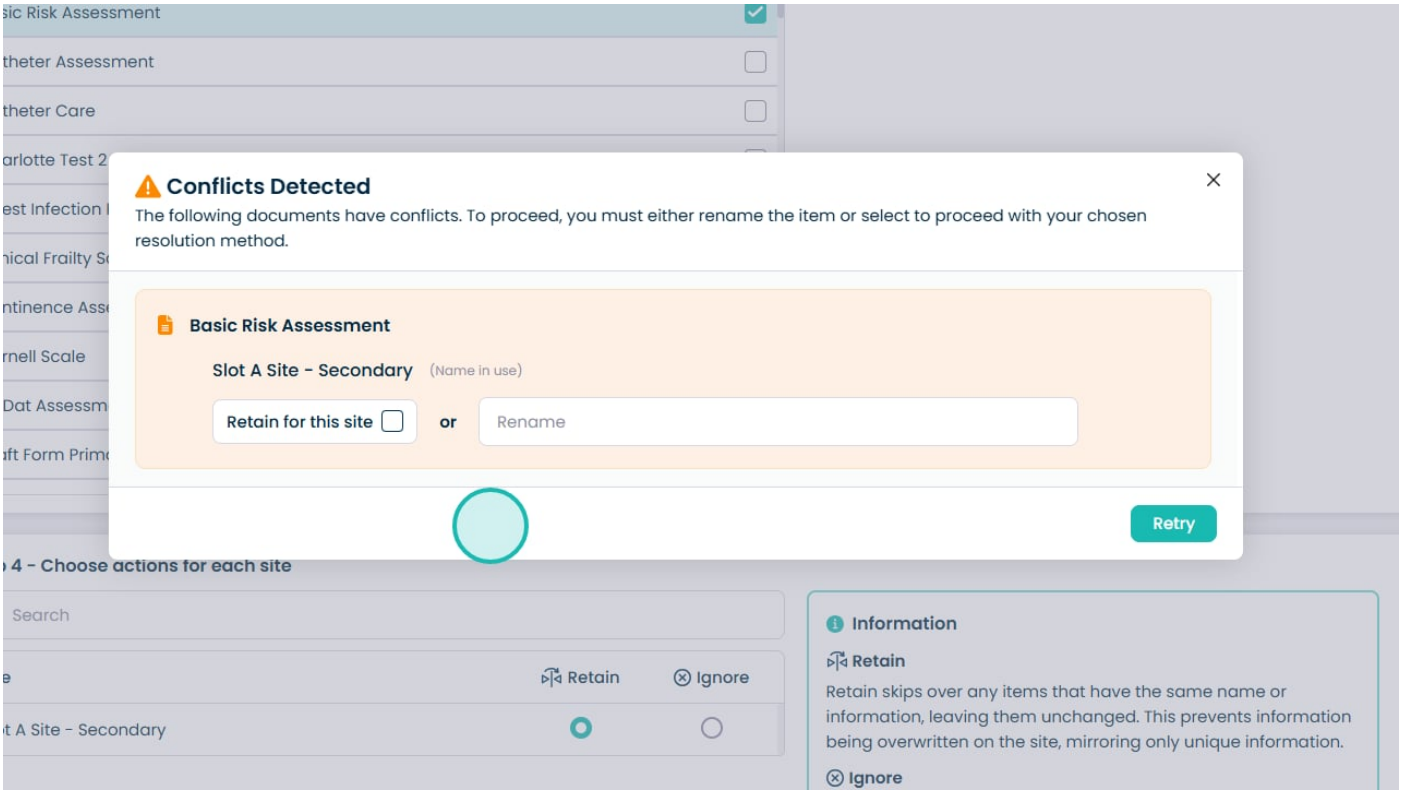
confirmed



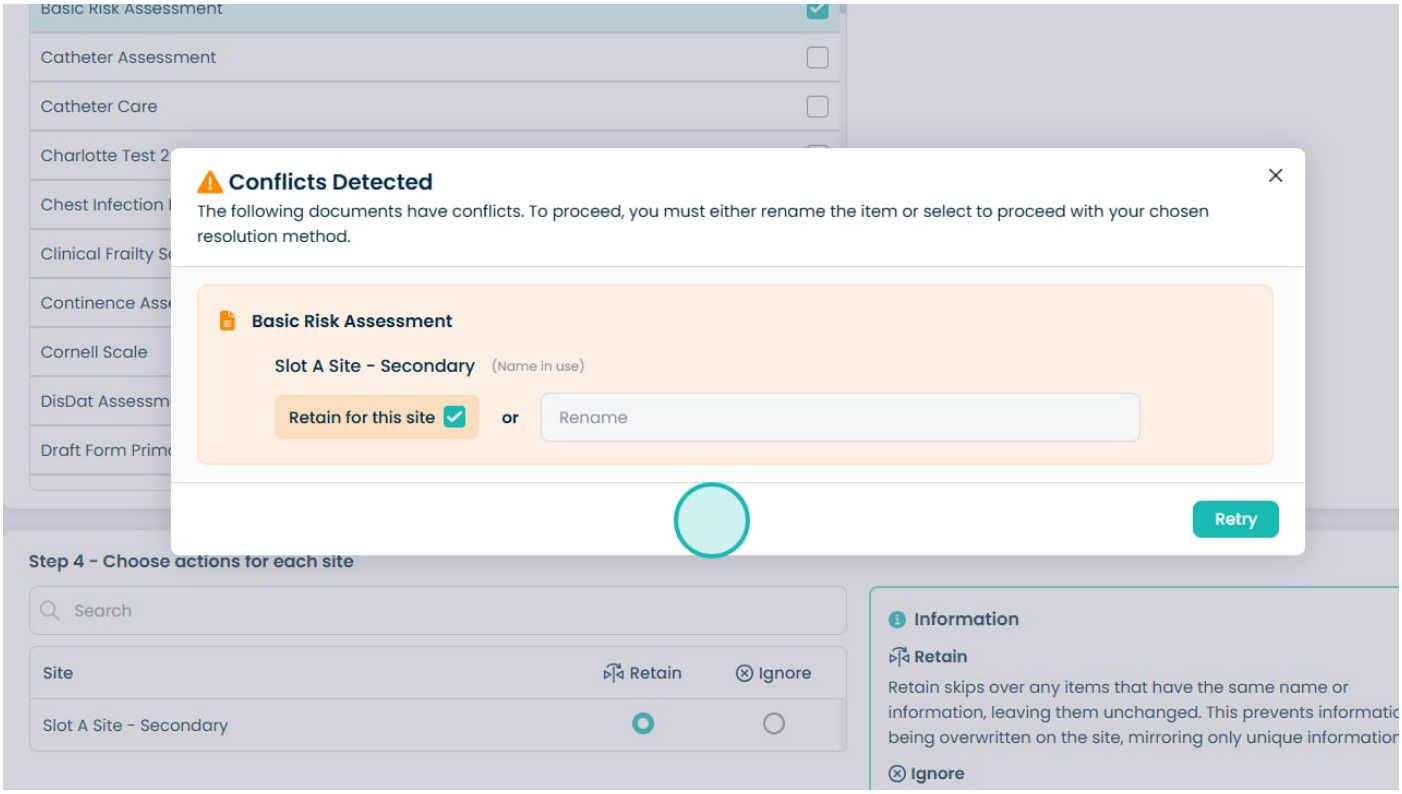
Select the Save Changes button to confirm the transfer



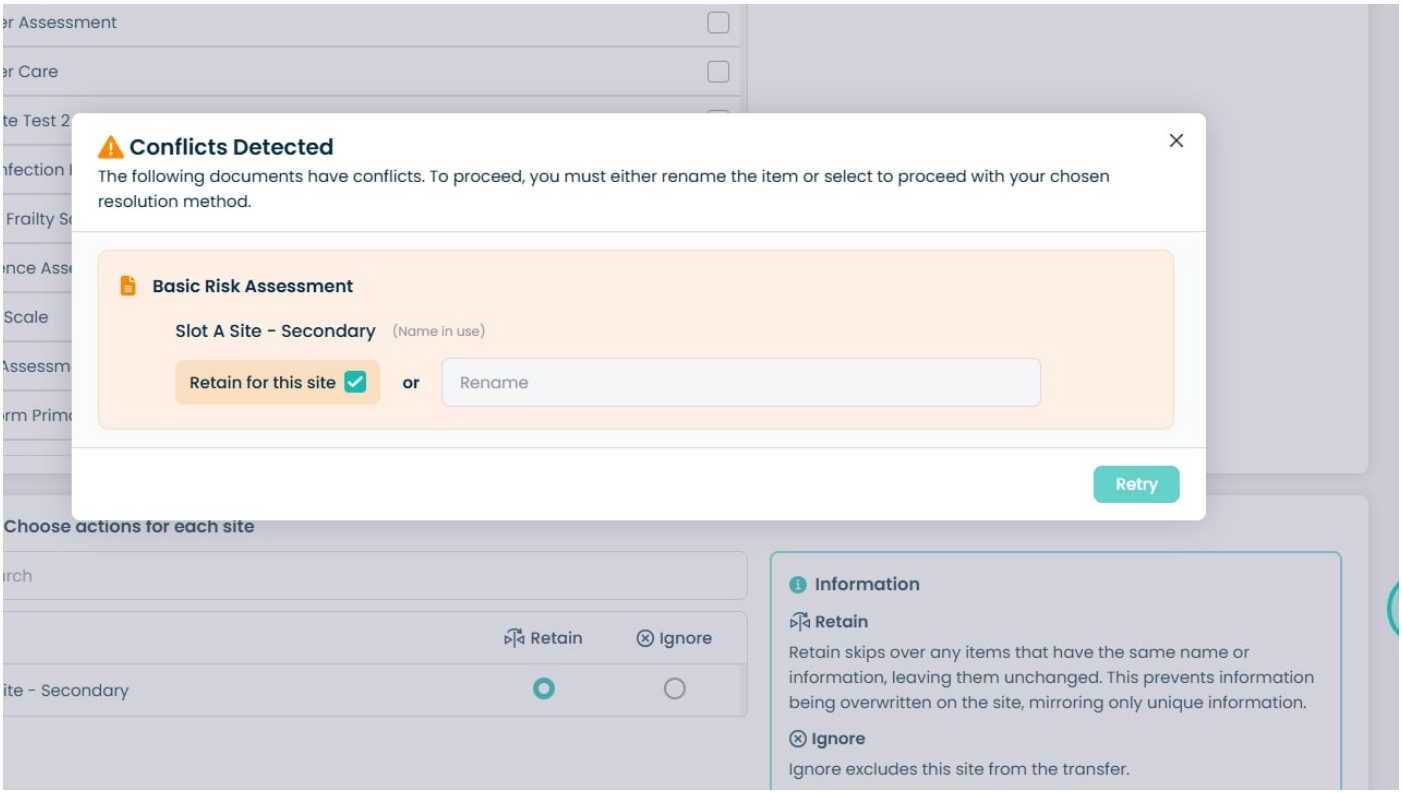
If there are conflicts detected this box will appear. You can choose to retain for this site which will keep the original file on the site you are trying to transfer to



If you choose to rename the file the transfer will continue, but under the different name you have chosen



Click Retry once you are happy with your selection



Was it helpful ?

- Happy
- Normal
- Sad

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