



Quick Guide On Copying Minimum Property Standards Evaluation Report Form

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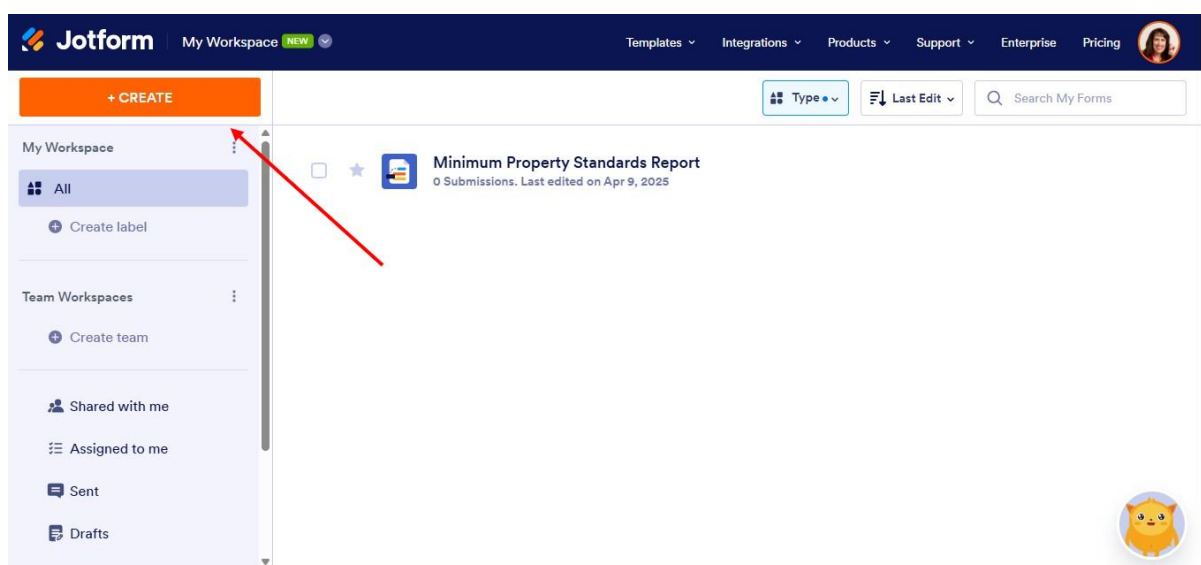
BRIEF INTRODUCTION

This quick guide explains how you can copy the existing Jotform on your account, how to create an app and then how to link it with the copied form.

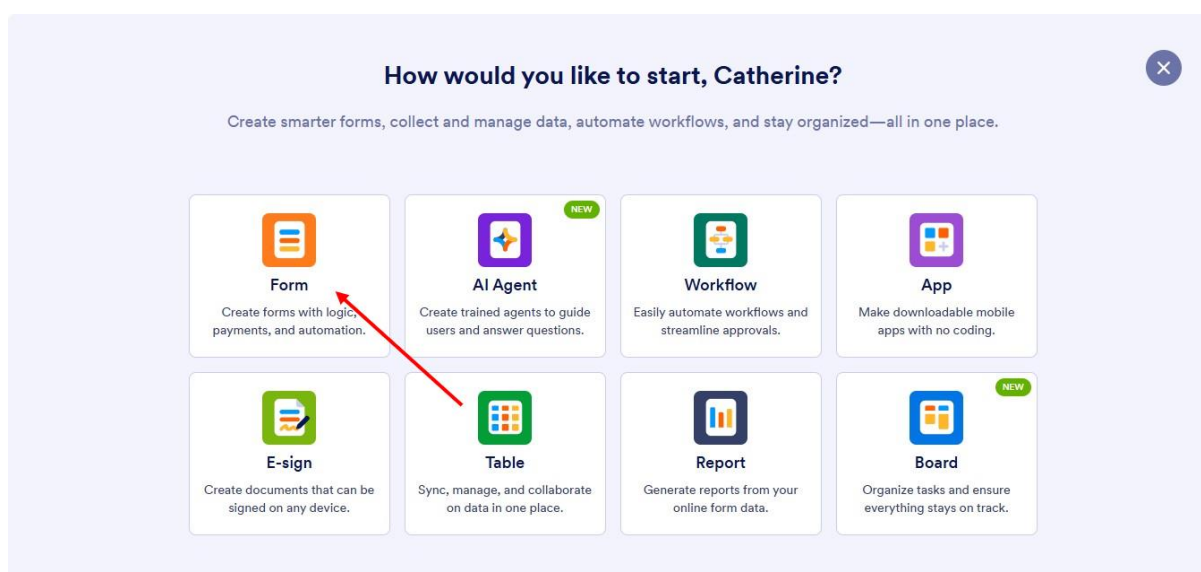
Please follow all the steps carefully, you'd need Jotform's silver plan as this form has more than 450 fields.

STEP 1 – COPYING THE FORM

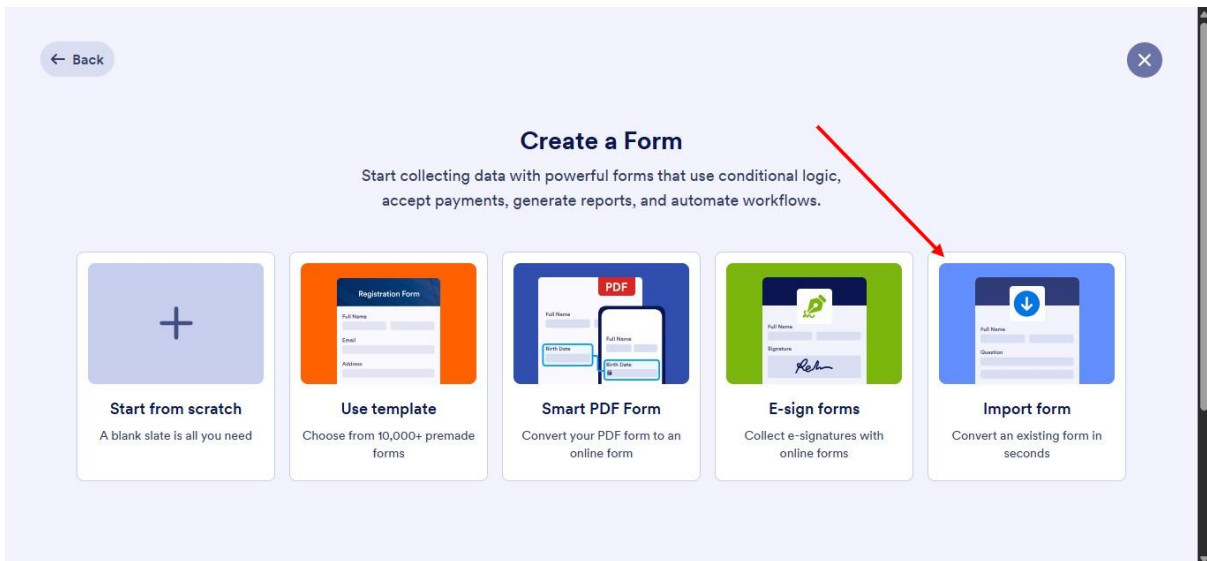
- Open <https://www.jotform.com>, signup/login using your email and password.
- Then click on “CREATE” button at the top left corner just below the Jotform logo.



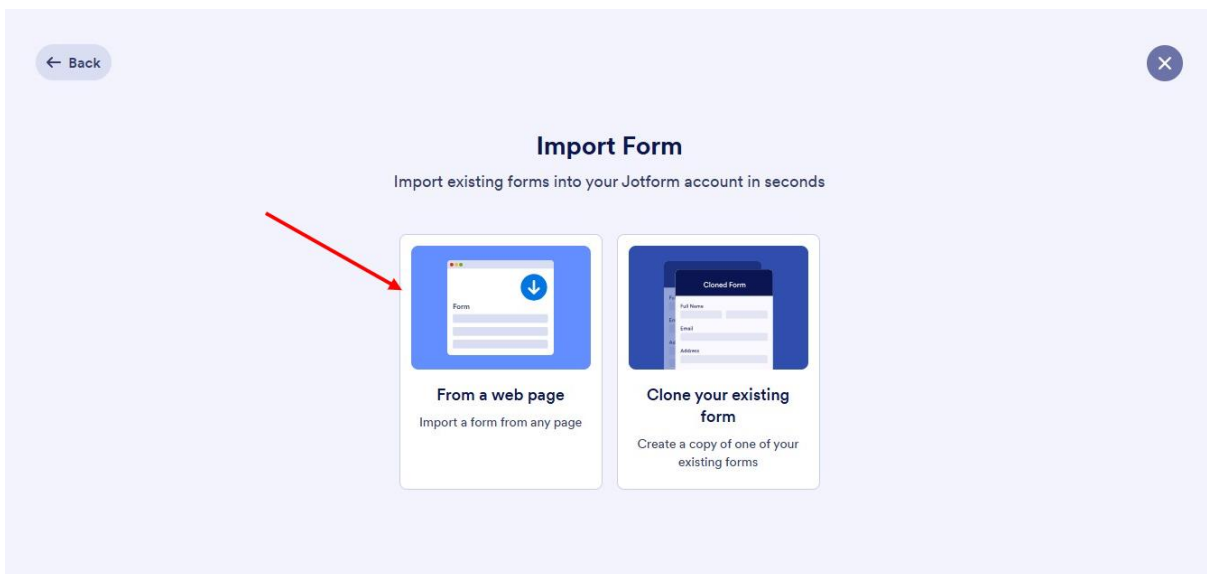
- In the next step, click on “Form”



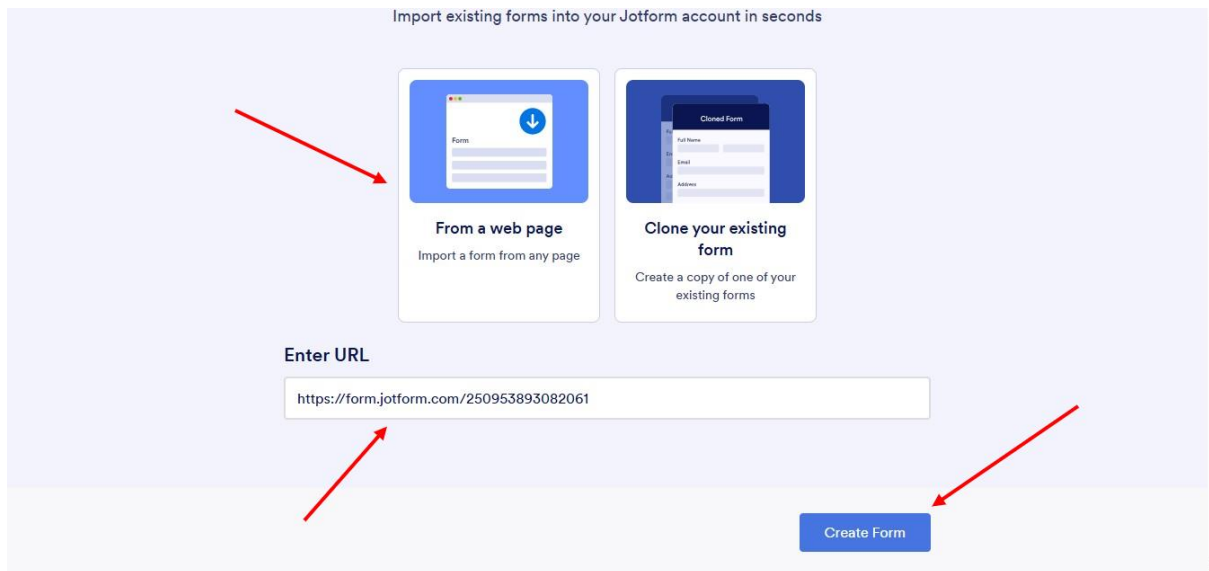
- Now click on “Import form” option:



- Once you click on the “Import form”, following screen will be shown, here you have to select “From a web page”:



- Now you'd need the form URL that you want to copy
- In our case, please copy use the following: <https://form.jotform.com/250953893082061>
- Then, paste as shown on the image below and then click on “Create Form” button:

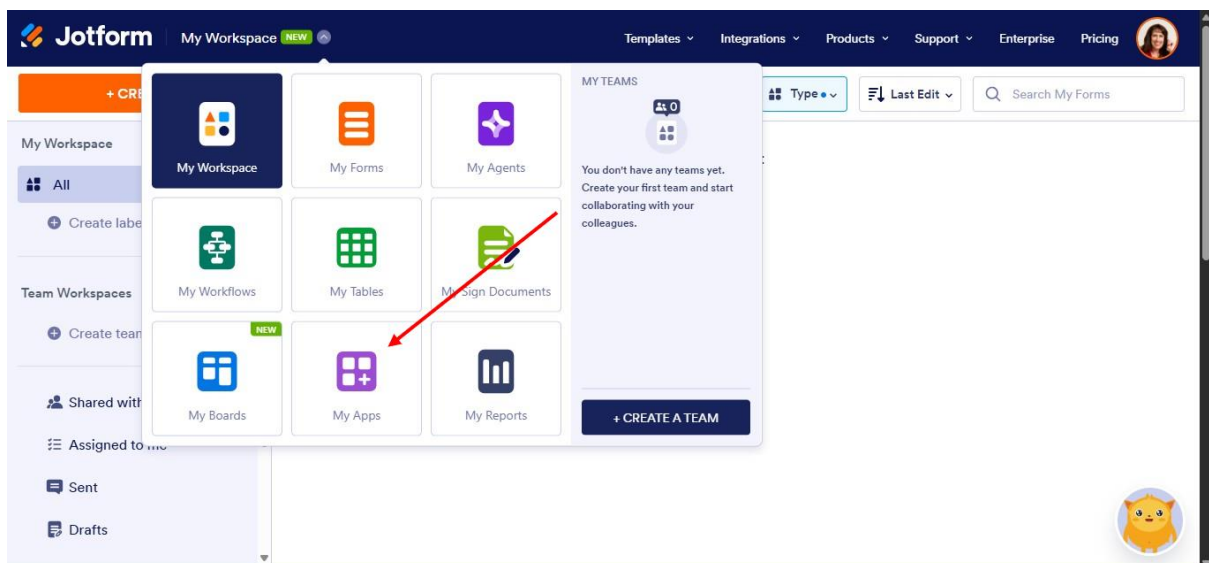
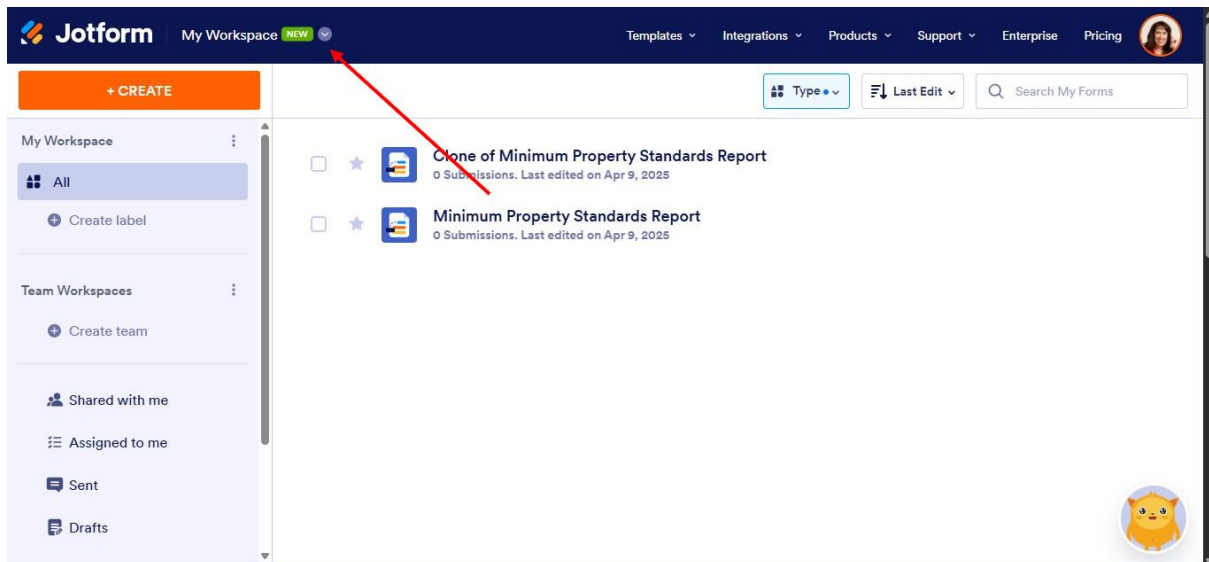


- Once you click on “Create Form” button, it will take a few seconds and create an exact copy on your Jotform account.
- Now you can click on Jotform logo to go back to the homepage to create an app.

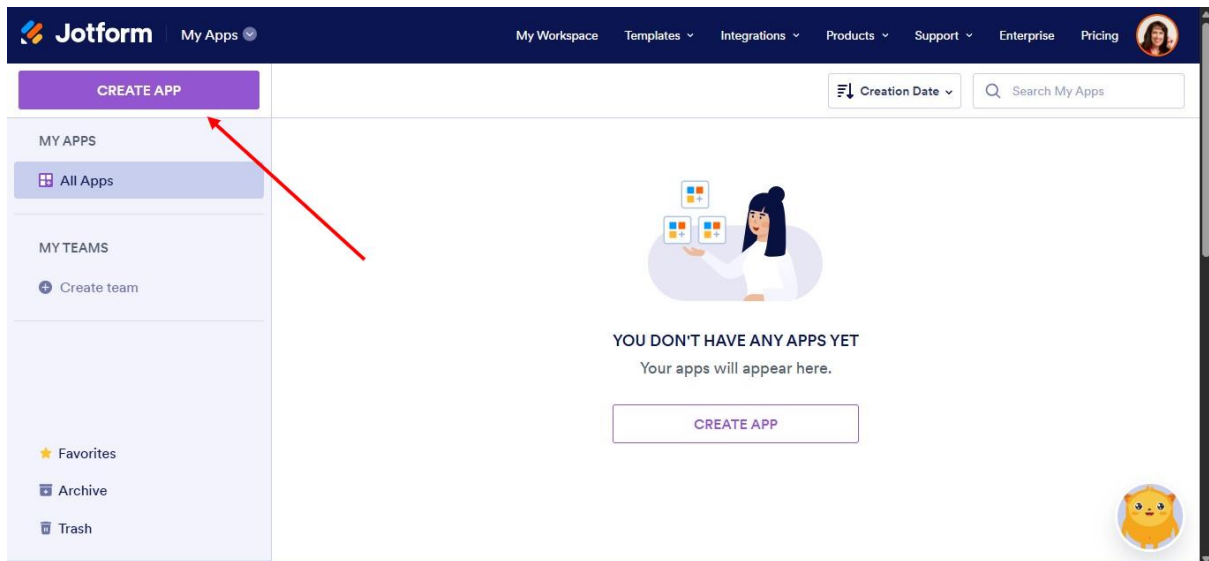


STEP 2 – CREATING AN APP

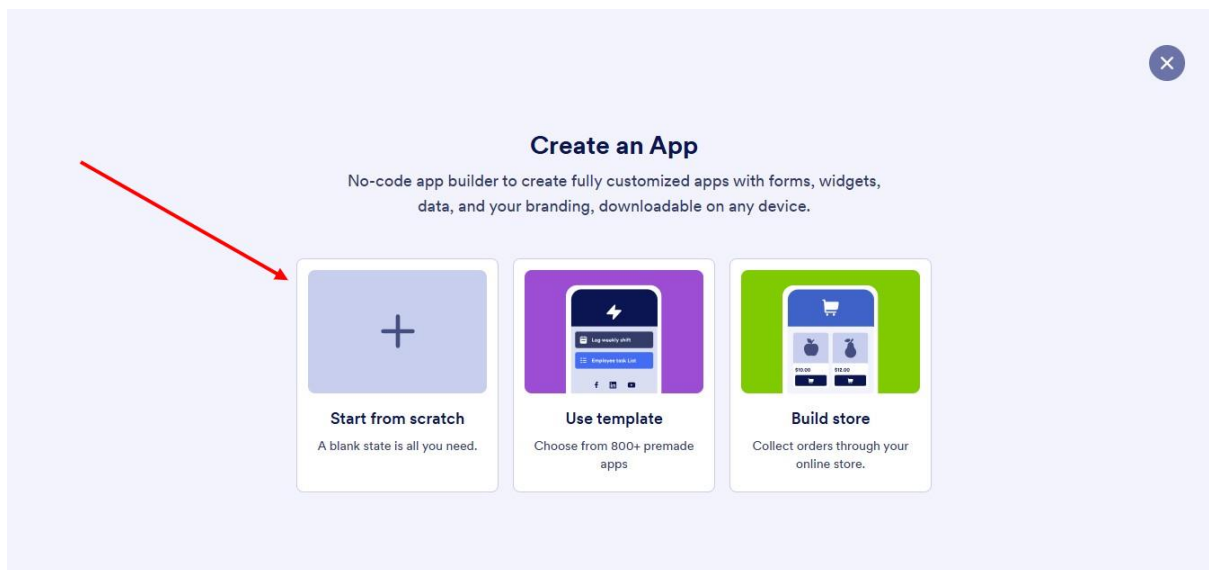
- In order to create an app, you must be on Jotform homepage.
- Once on the homepage, you can click on the arrow button as attached, it will display different options, please click on “My Apps”.



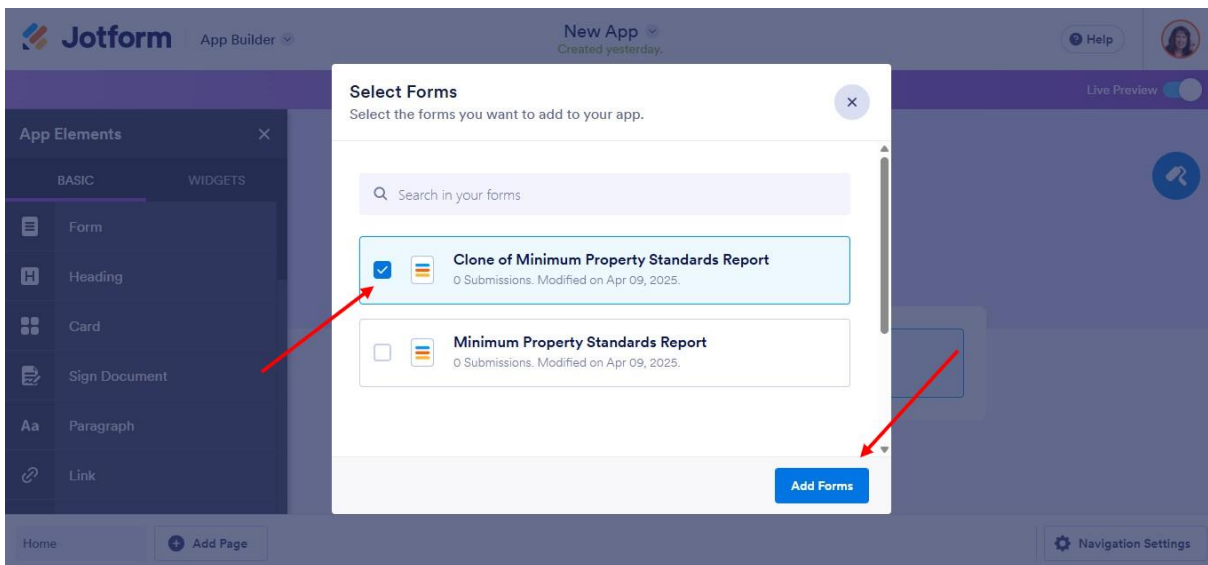
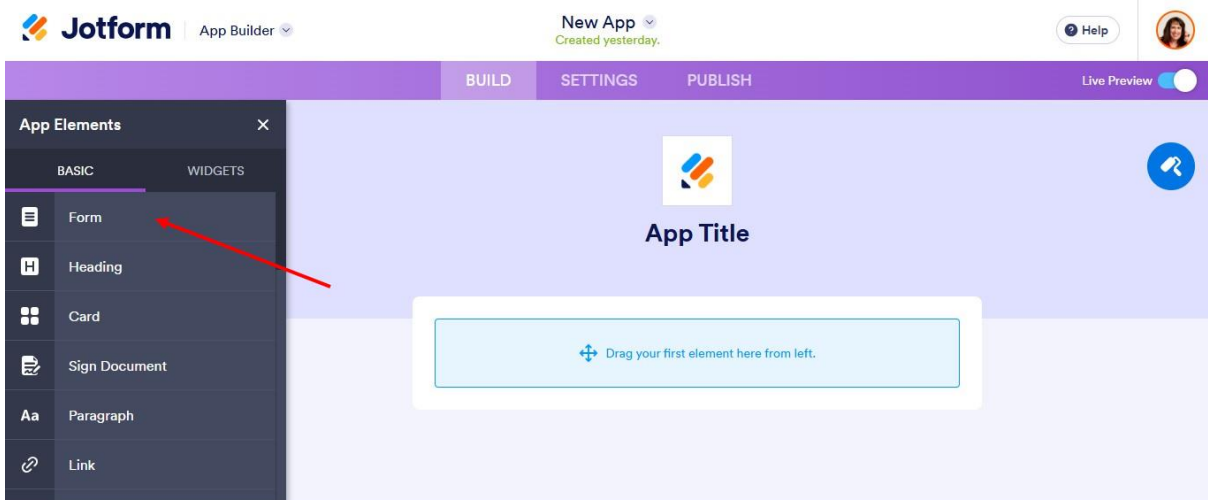
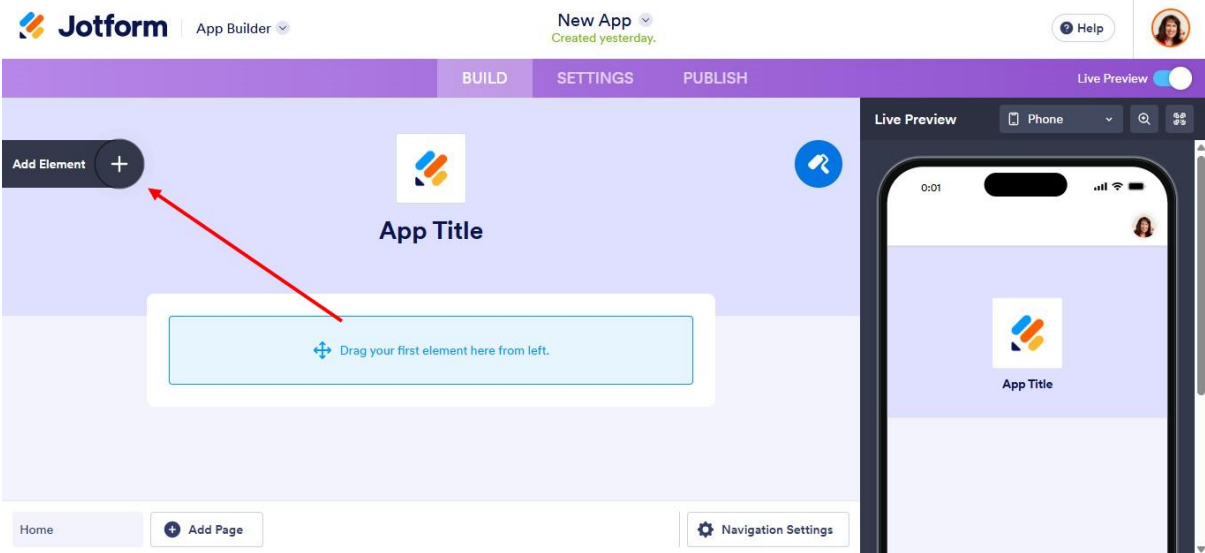
- Once you click on the “My Apps” option, Jotform apps will open.
- Now here, please click on “CREATE APP” button at the top left corner just below Jotform’s logo.



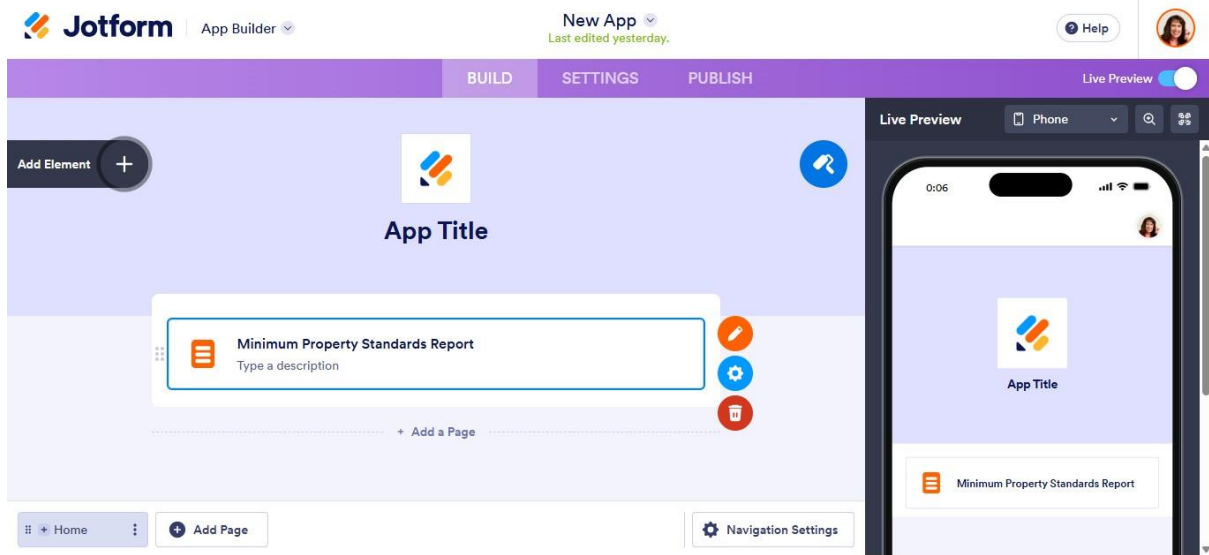
- After clicking on “CREATE APP” button, please select “Start from scratch”.



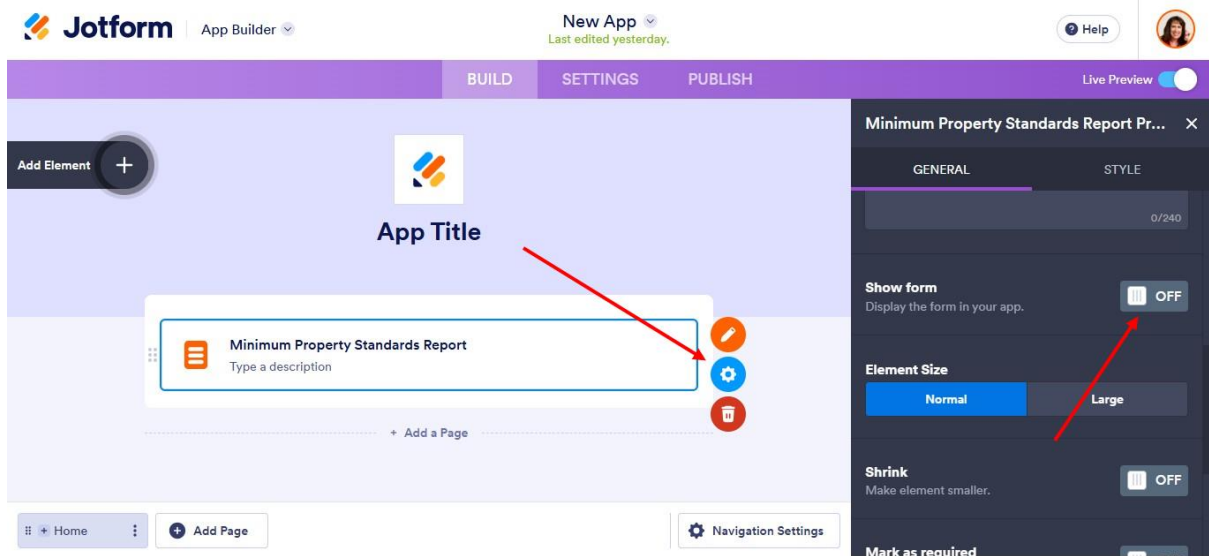
- This will open the app builder.
- Now please click on “Add Element” and select “From”
- Choose the form that was created as a copy and then click on “Add Forms” button.



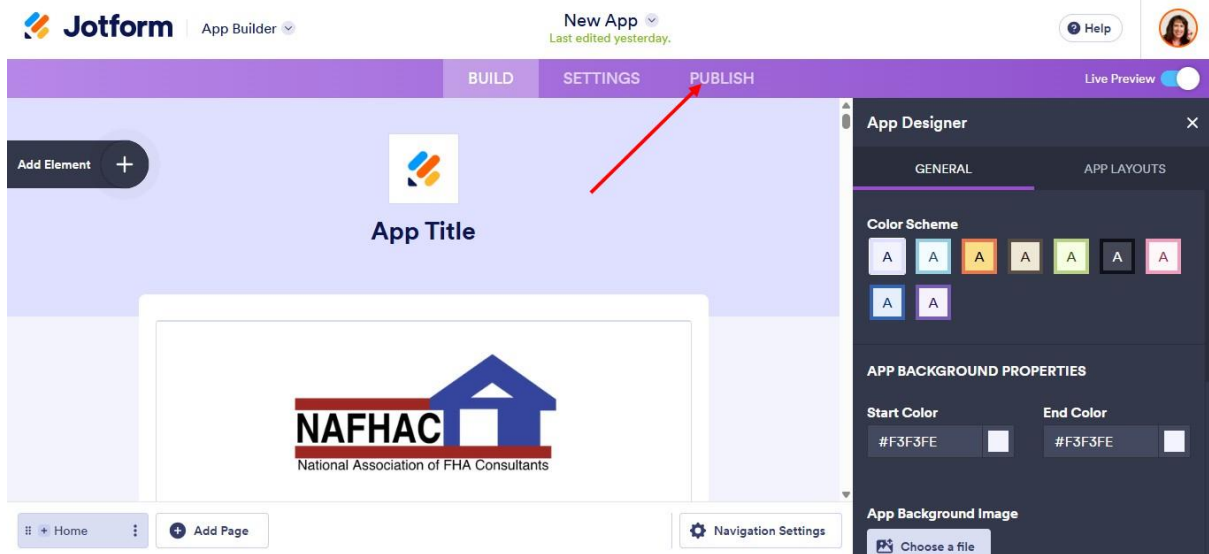
- Once the form is added, it will look like the following:



- By default, app will display the form as a menu.
- In order to keep it open you can click on “Properties” icon and then trun the option of “Show Form” from “OFF” to “ON”.



- In the next step please click on “Publish” Tab to publish your app.
- This will provide you a public URL that can be used to access your form as an app from any device.



- You can copy the URL or you can invite other via email:

