

# To copy an existing form and edit it

1. Go to Maintenance Checklist New / change checklist
2. Select the form from the templates to the left.
3. Click "Copy".
4. Link to folder structure by selecting folder under "Copy Selected Routine" to the right, then click the «Move» button.
5. To rename form: Select the form you just moved to the folder. Give it a new name.
6. Click "Update".