## Copy Instrument

A Variable Names								
Please note that the variable names will also adopt the same Suffix as the copied instrument.								
Example								

- Go to Project Setup



## Click on Online Designer

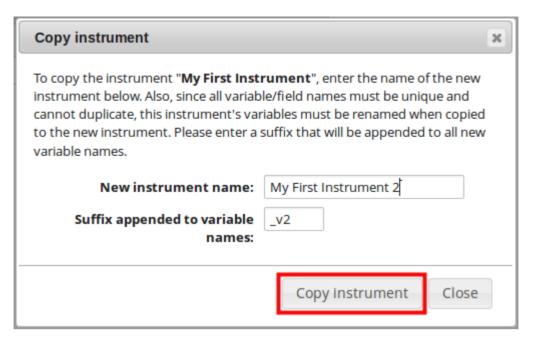
	Design your data collection instruments				
Not started	Add or edit fields on your data collection instruments. This may be done by either using the Online Designer (online method) or by uploading a Data Dictionary (offline method). Quick links: Download PDF of all instruments OR Download the current Data Dictionary				
	Go to 📴 Online Designer or 🗷 Data Dictionary				
	You may also browse for pre-built data collection instruments in the <b>REDCap Shared Library</b> Have you checked the <u>Check For Identifiers</u> page to ensure all identifier fields have been tagged?				

- In the Data Collection Instruments box, click on Choose Action, select Copy

Data Collection Instruments		Add new instrument: <ul> <li>Create</li> <li>a new instrument from scratch</li> <li>Import</li> <li>a new instrument from the official <u>REDCap Shared Library</u></li> <li> <ul> <li>Upload</li> <li>instrument ZIP file from another project/user or <u>external libraries</u></li> <li> </li></ul> </li> </ul>					
	Instrument name		Fields	View PDF	Instrument actions		
۲	My First Instrumer	nt	4	7	Choose action $\bigtriangledown$		
				P Rename			
					🕒 Сору		
					¥ Delete		
					Download instrument ZIP		

 Enter a New instrument name and the Suffix appended to variable names and click Copy instrument

## Copy Instrument



• The copied instrument will then be created

Data Collection Instruments		Add new instrument: Create a new instrument from scratch Import a new instrument from the official <u>REDCap Shared Library</u> Cupload instrument ZIP file from another project/user or <u>external libraries</u>					
	Instrument name		Fields	View PDF	Instrument actions		
	My First Instrumer	t	4	7	Choose action 🗢		
	My First Instrumer	t 2	3	₹	Choose action $\bigtriangledown$		