Copy Instrument

> ⚠️ **Variable Names**
>
> Please note that the variable names will also adopt the same Suffix as the copied instrument.
>
> 🖉 📋 🖅 📑 ❌ *Variable: icd10_v2*
>
> **Example**   [   ]

- Go to **Project Setup**

🏠 Project Home | ☰ **Project Setup** | 📖 Other Functionality | 🕓 Project Revision History

- Click on **Online Designer**

Design your data collection instruments

Not started

I'm done!

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 REDCap Shared Library

Have you checked the Check For Identifiers 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:

➕ Create a new instrument from scratch
⬇ Import a new instrument from the official REDCap Shared Library ⓘ
⬆ Upload instrument ZIP file from another project/user or external libraries ⓘ

Instrument name	Fields	View PDF	Instrument actions
My First Instrument	4	📕	Choose action ▽

⬠ Rename
📋 **Copy**
❌ Delete
⬇ Download instrument ZIP

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

Copy instrument   ✖

To copy the instrument "**My First Instrument**", enter the name of the new instrument below. Also, since all variable/field names must be unique and cannot duplicate, this instrument's variables must be renamed when copied to the new instrument. Please enter a suffix that will be appended to all new variable names.

New instrument name: My First Instrument 2

Suffix appended to variable names: _v2

Copy instrument   Close

▪ The copied instrument will then be created

Data Collection Instruments

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Instrument name	Fields	View PDF	Instrument actions
My First Instrument	4	📄	Choose action ▽
My First Instrument 2	3	📄	Choose action ▽