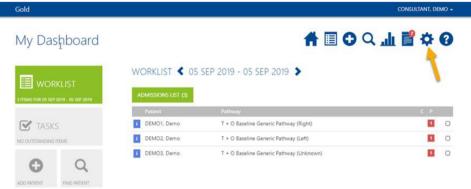
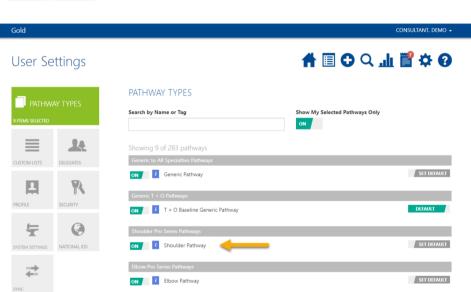
## Setting Up a Form Default

Having default forms can save time especially if you often perform the same procedure. If you create a form default you will always have the option to choose a blank form instead and you can go back and edit the default.

Click the Settings Button.

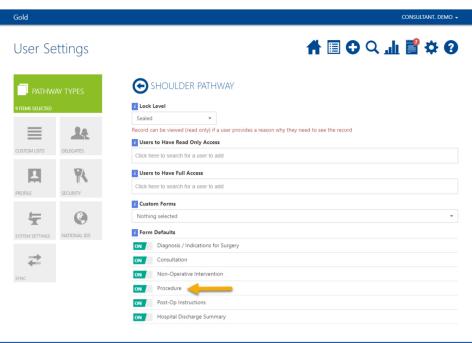


Select the pathway you would like to create a default for.

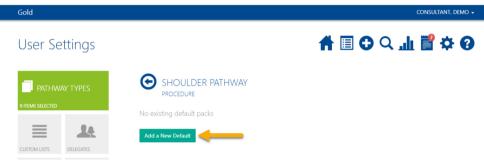




Select the form you would like to create a default for.



Click add new default.

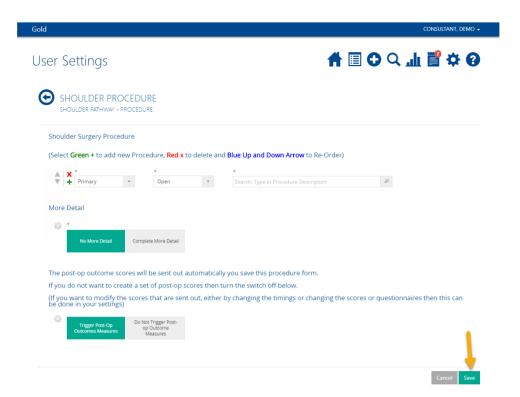


Name the default something meaningful to you, then click proceed.





Go through the form and pre-answer each question, these will be the defaults. When you have completed the form click save.



This default can be edited and you will always have the option of a blank form instead.



