

## Instance as a template (copy)

A finished or archived instance can be used as a template for a new instance. For this, **“Instance as a template”** must be selected from the context menu.

The values from the template are copied and transferred to the new instance. The resulting instance begins just like any other instance, but the smartform has been pre-filled with all process variables and smartform values from the template.

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## Ignore process variables

If certain process variables are not needed, these can be excluded

the following function can be used to prevent process variables from being carried over (custom.js):

```
gadget.functions["prepareEntityForCopyOfPROCESSDEFINITION NAME WITH SPACE"]=function(entity)
{
    delete entity["date"];
    delete entity.modified["date"];
    delete entity["fromname"];
    delete entity.modified["fromname"];
    return entity;
}
```

In this case, the value **PROCESSDEFINITION NAME WITH SPACE** must be replaced by the name of the relevant process definition. Also, the names of the process variables must be adjusted according to the customer requirements.

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