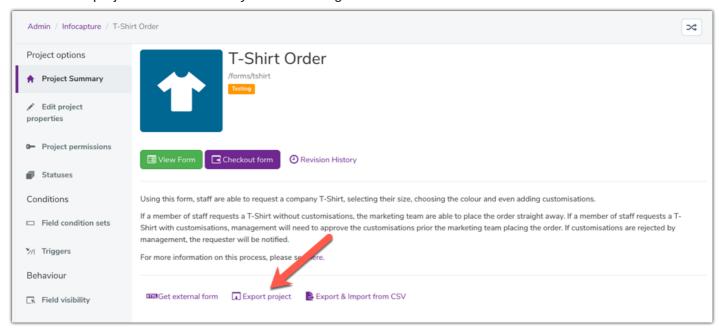# Testing InfoCapture forms

In this article, we are going to demonstrate the quickest and most effective way of testing InfoCapture forms.

This can be useful if you have a form that is live, would like to make changes but want to check the changes you are planning to make will have the desired effect and not break any logic.
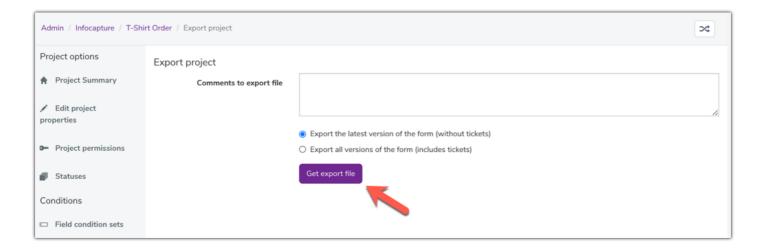
It can also be helpful if you have made good progress developing a form but would like to test other functionality in a way that means you won't change the initial configuration.
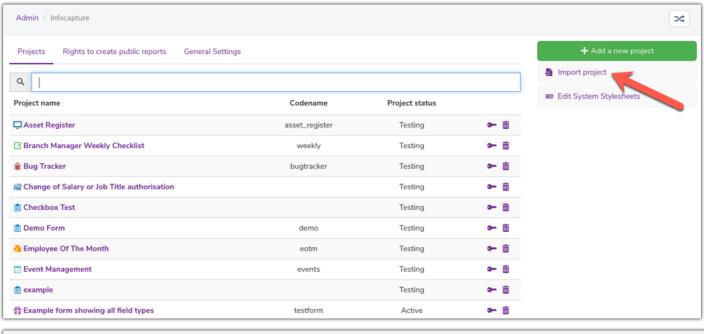
Here are the steps:

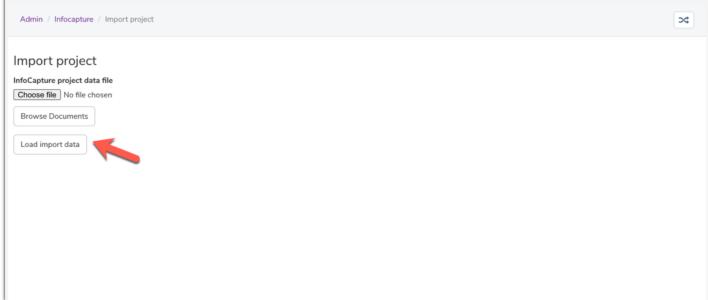1 - Go to the project that is live/ that you are working on:

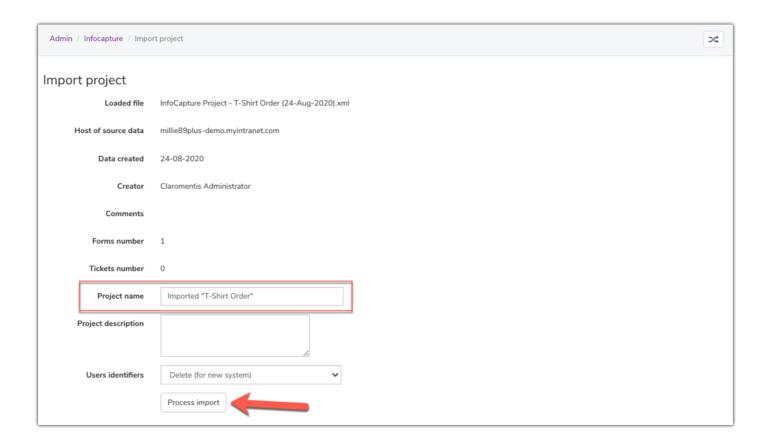2 - Export the project - depending on the requirements, you may not need to export the tickets too
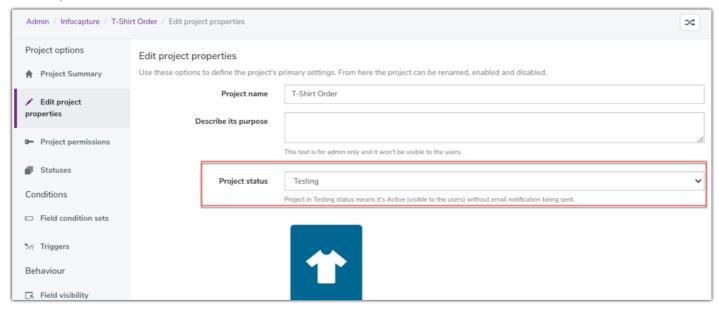
3 - Import the project here
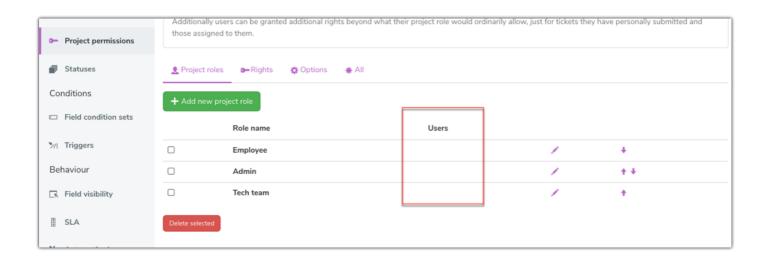

4 - Give it a different name

5 - Ensure the form status is in 'Testing', this means no notifications will be sent (as this could cause confusion to users)

Please note, when the form is imported in the permissions section the roles exist, they are just not populated with users.

For example:

Additionally users can be granted additional rights beyond what their project role would ordinarily allow, just for tickets they have personally submitted and those assigned to them.

Project permissions

Statuses

Conditions

Field condition sets

Triggers

Behaviour

Field visibility

SLA

👤 Project roles   🔑 Rights   ⚙ Options   ✳ All

＋ Add new project role

	Role name	Users			
☐	Employee			✏	⬇
☐	Admin			✏	⬆⬇
☐	Tech team			✏	⬆

Delete selected

Last modified on 7 December 2023 by Hannah Door

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Tags: forms, infocapture, testing