

Creating a Chatbot

Creating a Chatbot in OnceHub is simple. You can start with a blank bot, duplicate an existing bot, or use a pre-designed template to get started.

Navigating to the Chatbots Lobby

1. Click on **Chatbots** in the left-hand navigation menu.

Create a New Blank Chatbot

If you prefer to design your Chatbot entirely from scratch, follow these steps:

Creating a Blank Chatbot

1. Click on **Create chatbot** in the top right of the Chatbots Lobby.
2. Click on **Start from scratch** in the top right.
3. Provide a name and select the Owner of the bot.

You are now ready to start creating your Chatbot. We recommend taking a look at our [Adding Questions to Your Routing Form article](#) to get started.

Create a New Chatbot from a Template

Templates can save you time by providing a pre-built structure that you can customize. If you prefer to start off

with a template, follow these steps:

Creating a Chatbot using a Template

1. Click on **Create chatbot** in the top right of the Chatbots Lobby.
2. Select the template you wish to use.
3. Provide a name and select the Owner of the bot.

Your bot will be created based on the chosen template. Afterward, you can learn about customizing the questions by checking out our [Adding Questions to Your Routing Form article](#).

Duplicate an Existing Chatbot

If you have an existing Chatbot you'd like to use as a starting point, you can duplicate it and modify the copy to suit your needs:

Creating a New Chatbot by Duplicating an Existing Bot.

1. Click on the three dots to the right of the **Share** button of the Chatbot you want to duplicate.
2. Select **Duplicate**.
3. Provide a name and select the Owner of the bot.

Your Chatbot will be created using the existing one as a template. From there, you can make any changes or updates you need.
