Copy an Existing Order

How to Copy an Existing Order

1. Go to the Order Landing Page, accessible via the sidebar navigation and selecting Orders.
2. Search for the Order you would like to duplicate using the search bar or filters
3. Check the box on the left of the Order you would like to copy
   This will popup a bar at the bottom of the page with new actions
4. Click the **Select Bulk Action** box, then click the dropdown that opens above it
5. Select Copy (With Products) or Copy (Without Products) depending on what you want to copy, and press **Submit**
   This will create a new Order with **Draft** status so that you can make edits as needed before setting to Despatch Ready.

Notes

If you would like to edit the new order, select it from the Order Landing Page and click the **Eye** icon, and make any adjustments.

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