

# 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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