Duplicating Work Plans

For events that you do year after year, you may find it easier to duplicate or clone a work plan rather than creating a new one from scratch each year.

Start in the overall work plan list. In the upper right hand corner, next to the “+” button to create a new work plan, you will have the “clone” icon which will start the process for duplicating a work plan.

Select the work plan you want to copy, enter the new name and date, and select the options you want to include. Click clone and the new work plan will be created.

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