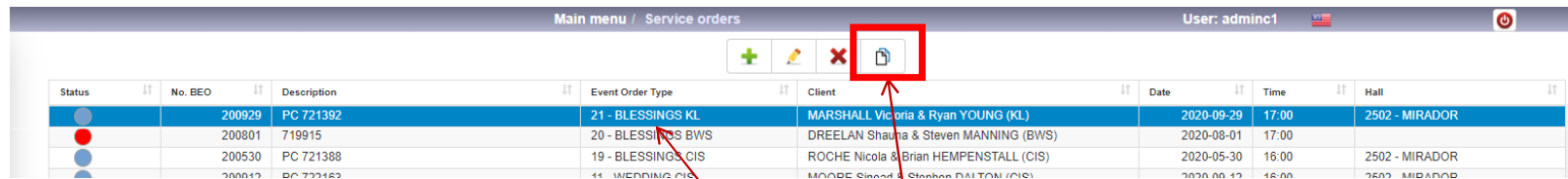# Service Orders
duplication

Duplication of service orders

If we want to duplicate a service order, we will do so from option 1. **Service Orders.**

To duplicate a service order, select it and click on the **SO copy** button.

Duplication of service orders

A drop-down menu will open indicating the new OS number, which by default will be the one after the last one, and can be modified.

Copy BEO

Are you sure you want to duplicate this BEO?

New Beo number   190731

To duplicate the order, click on the **Check** button

All data will be duplicated except for: the hall, the date that will be the current one, the notices to the client, the order number and the status that will become in tentative

Duplication of service orders

Later, to modify the data of the duplicated order, it will be done as usual, in the option to edit.