

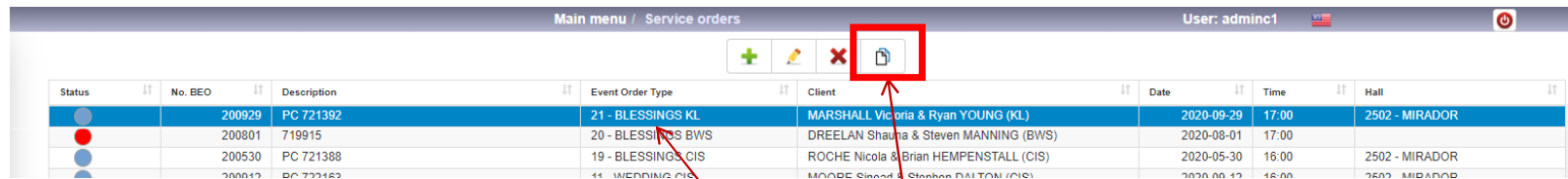


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# Service Orders duplication

# Duplication of service orders

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



Status	No. BEO	Description	Event Order Type	Client	Date	Time	Hall
●	200929	PC 721392	21 - BLESSINGS KL	MARSHALL Victoria & Ryan YOUNG (KL)	2020-09-29	17:00	2502 - MIRADOR
●	200801	719915	20 - BLESSINGS BWS	DREELAN Shauna & Steven MANNING (BWS)	2020-08-01	17:00	
●	200530	PC 721388	19 - BLESSINGS CIS	ROCHE Nicola & Brian HEMPENSTALL (CIS)	2020-05-30	16:00	2502 - MIRADOR
●	200012	PC 721463	18 - WEDDING CIS	MOORE Sharron & Stephen DALTON (CIS)	2020-05-12	16:00	2502 - MIRADOR

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.



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.

Main menu / Service orders User: admin1

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●	200801	719915	20 - BLESSINGS BWS	DREELAN Shauna & Steven MANNING (BWS)	2020-08-01	17:00	
●	200530	PC 721388	19 - BLESSINGS CIS	ROCHE Nicola & Brian HEMPENSTALL (CIS)	2020-05-30	16:00	2502 - MIRADOR
●	200043	PC 722163	11 - WEDDING CIS	MOORE Sarah & Stephen DALTON (CIS)	2020-09-12	16:00	2502 - MIRADOR