



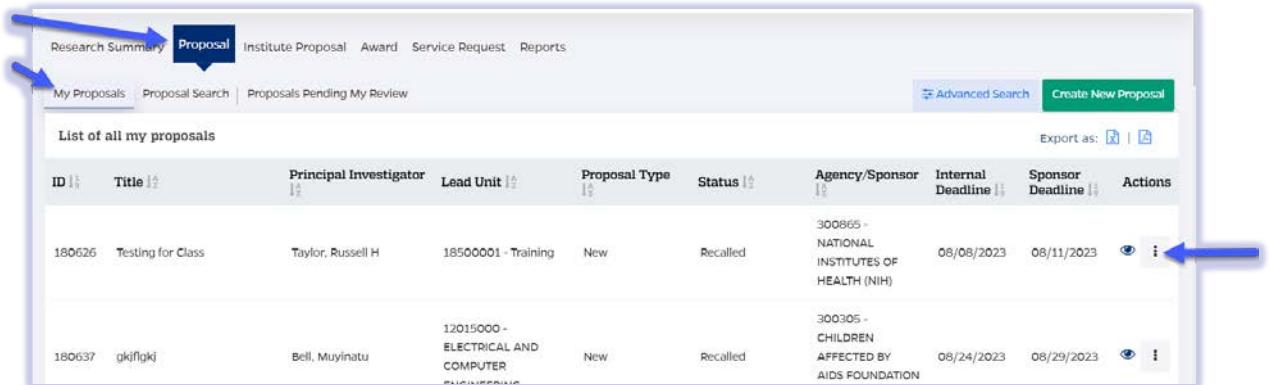
Copy a Proposal

How do I copy a Proposal Development record?

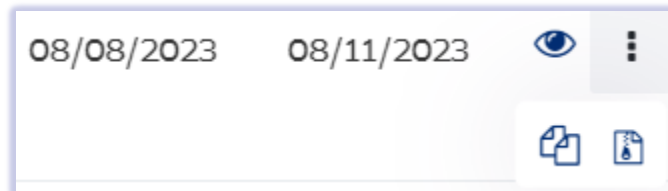
There are two ways to copy a proposal.

To copy a proposal from the list of My Proposals:

- Starting at the **Proposal** tab > **My Proposals**, click on the **More Actions** icon .

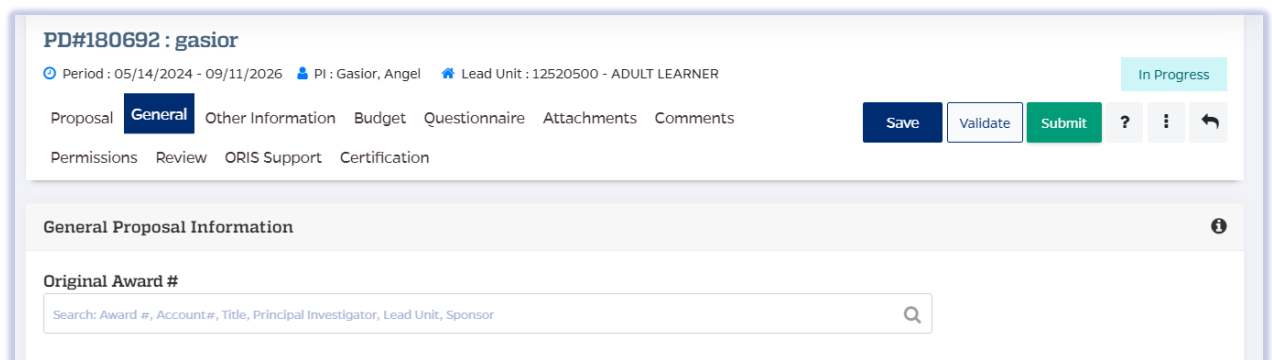



- The following options will open. Choose the **Copy** icon .

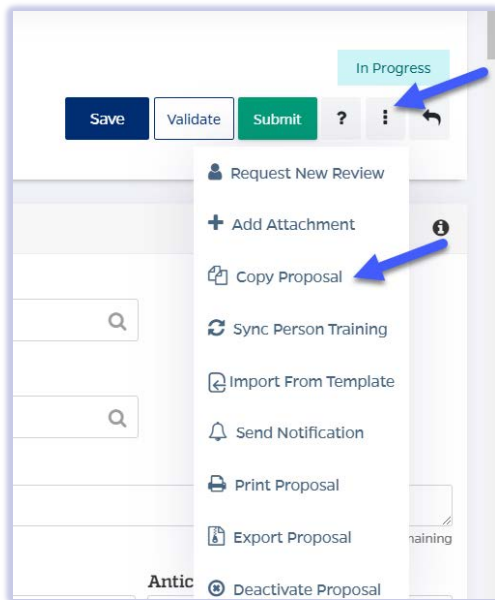


To copy a proposal from within a proposal record:

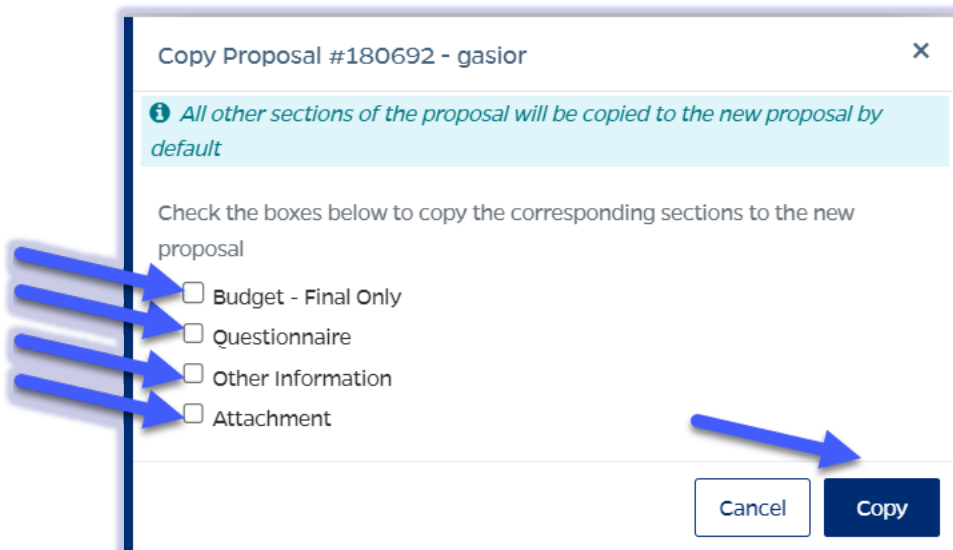
- Open the Proposal record that needs to be copied.



- ❑ Click on the **More Actions** icon  and then click on **Copy Proposal**.



- ❑ Choose all the components to copy by checking the boxes and then click on the **Copy** button.



The copied record will open for editing.