

Copying a Subscription Type

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Quick Steps: Subscriptions > Subscription Types > Copy

A Subscription Type can be copied, if the information is similar to the new Subscription Type you wish to add to the system. This allows you to copy over all the information in the original Subscription Type and only then have to edit the small changes rather than adding all the similar information over again.

1. Within the Management Console, select **Subscriptions** from the top menu, then **Subscription Types** from the left menu.
2. Select **Copy** at the top of the page.
3. Select the Subscription Type that you wish to copy, then click **Copy**.
4. This will create the copy of the Subscription Type with (COPY) at the end of its name.
5. Click **Edit** to update the details for the new Subscription Type.

Note: Copying a Subscription Type saves you time when many of the things stay the same from one to the next. If it's only the price and the title changing from one Subscription Type to the next, use Copy to save time.

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