

Copying an Auction Item

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If you're setting up an auction with a number of the same or similar items, you can use the Copy function to save time in creating each of your Lots.

Quick Steps: Go to **Auction > Lots > Copy**

Copying an Auction Item:

1. Within the Management Console, select **Auction** from the top menu, then **Lots** from the left menu.
2. Click **Copy** at the top of the page.
3. Select the item that you want to copy from the dropdown menu, then click **Copy**.
4. **Edit** the new item to reflect the details of the item.

Using Copy can save a lot of time for administrators when creating auctions that have a number of the same or similar items.

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