

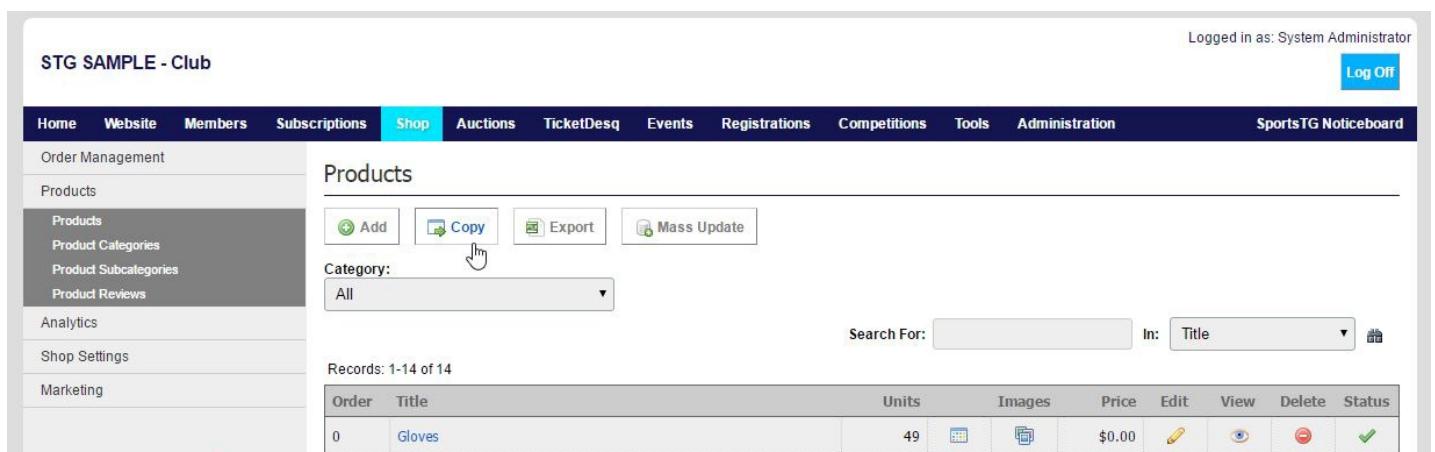
# Copying a Product

Last Modified on 03/02/2017 10:46 am AEDT

## Quick Steps: Shop > Products > Products > Copy

If you have multiple products that are similar, the easiest way to create them all is to create one and then Copying the product to make a replica of the original product that you can then edit and update as required.

1. Within the Management Console, select **Shop** from the top menu, then **Products** from the left menu.
2. Select **Products** from the expanded left menu.
3. Click **Copy** at the top of the screen.



STG SAMPLE - Club

Logged in as: System Administrator

Home Website Members Subscriptions **Shop** Auctions TicketDesq Events Registrations Competitions Tools Administration SportsTG Noticeboard

Order Management

Products

Products  
Product Categories  
Product Subcategories  
Product Reviews

Analytics

Shop Settings

Marketing

Products

Add Copy Export Mass Update

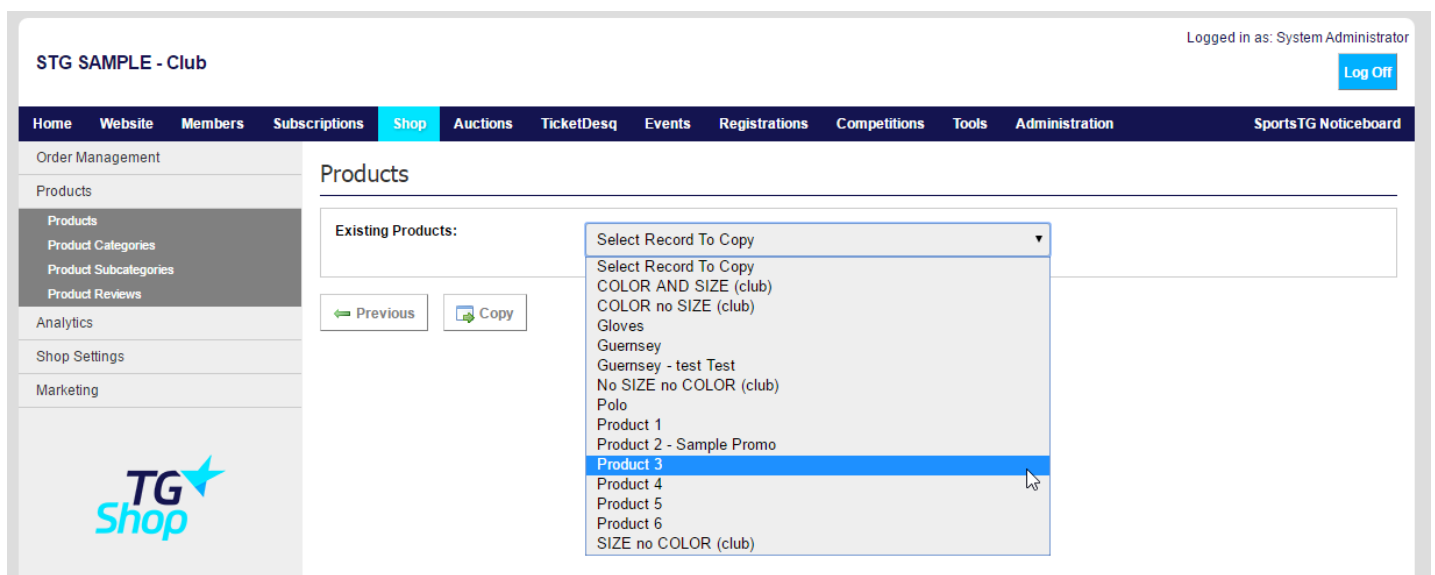
Category: All

Search For: In: Title

Records: 1-14 of 14

Order	Title	Units	Images	Price	Edit	View	Delete	Status
0	Gloves	49		\$0.00				

4. Select the product that you wish to make a copy of from the dropdown menu.



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Products  
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Existing Products:

Previous Copy

Select Record To Copy

- Select Record To Copy
- COLOR AND SIZE (club)
- COLOR no SIZE (club)
- Gloves
- Guernsey
- Guernsey - test Test
- No SIZE no COLOR (club)
- Polo
- Product 1
- Product 2 - Sample Promo
- Product 3**
- Product 4
- Product 5
- Product 6
- SIZE no COLOR (club)

5. Click **Copy** and this will create the new product.

6. Click **Edit** to update the product as required.

**Note:** When you make a copy of a product, don't forget to update the details before you set the product online to ensure the right details are displayed on your store.

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[template("related")]

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