



Formulas Online

Copying Existing Submissions

Follow these steps to copy a submission to use as a base for a new submission:

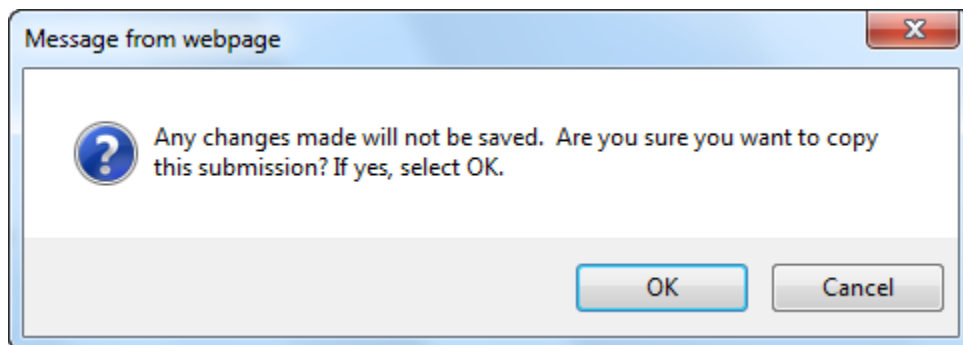
1. Perform a search for the submission. See [Searching for Submissions, Samples, and Formulas](#) for more information.

Alternatively, locate the submission you wish to copy on the My Submissions home page.

► **Note:** Any submission other than a User Registration submission may be copied.

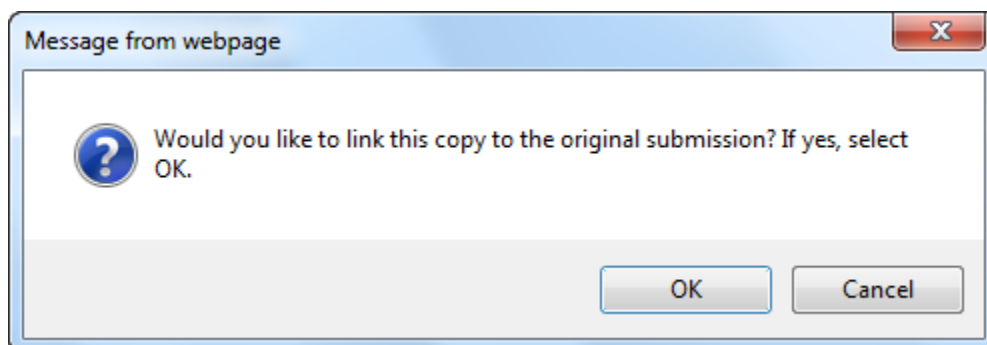
2. Select the [Submission ID](#) link to display the submission.
3. Select the [Copy as New](#) link in the action bar. A confirmation message box displays prompting you to confirm your action. See Figure 1.

Figure 1: Copying Existing Submissions – Copy as New Confirmation



4. Select the **OK** button to confirm. The confirmation message box closes and a confirmation message box displays prompting you to link the copy to the original submission. See Figure 2.

Figure 2: Copying Existing Submissions – Link New and Original Submissions Confirmation



► **Note:** The link will only appear on the new submission.

5. Select the **OK** button. The confirmation message box closes and the Main tab displays with the copied submission.

Copying Existing Submissions

- **Note:** Only those editable fields necessary to create a new submission will be copied.
6. Advance through the submission by selecting the tabs.
 - a. Make desired selections and enter new data as appropriate, just as if this were a new submission from scratch.
 - b. When a sample should be associated with the submission, you will need to re-enter sample information.
 7. *Optional Step:* By default, the new submission will not have any of the Submission Documents that were associated with the original submission. You may prefer to add any or all of them. See [Upload Attachments](#) for more information.
 8. *Optional Step:* If you did not select the **OK** button earlier when asked if you wanted to link the new submission to the original one, the Submission Links section is empty. If you omitted linking the submissions initially and decide to link them later, you may also do so. See [Link Submissions](#) for more information.
 9. Make any desired changes and proceed as usual (this becomes, in effect, a new submission).