

Copying a Category

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If you have a Category that is similar to one that your organisation already has, you can use the Copy function to copy all of the details of the current category into a new one. The same option can be used in Subcategories

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

Copying a Category:

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 category that you wish to copy from the dropdown menu, then click **Copy**.

The same process for copying can be used for Subcategories to save time when setting up multiple similar auctions.

Related Articles

[template("related")]
