

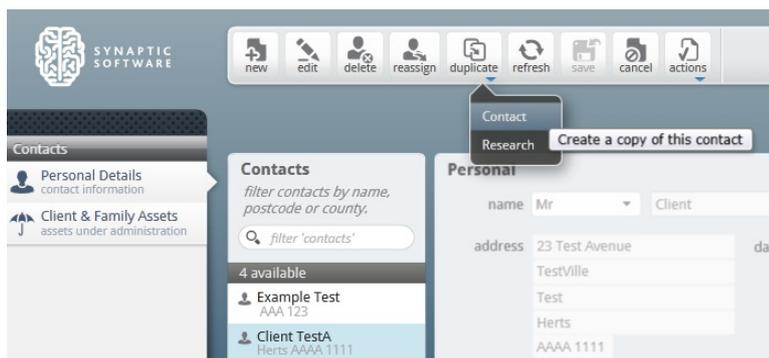
How to duplicate a contact in Synaptic Comparator?

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If you would like to duplicate a contact within Synaptic Comparator (maybe for a partner who lives at the same address etc..), click on the **Contacts** button in the left hand menu:



Click on the name of the client you wish to duplicate in the Contacts column, then click **duplicate** from the top menu:



The details of the client you have duplicated will now appear on screen, minus the **forename** and **date of birth**.

Once you have changed the details as appropriate and completed the two missing mandatory fields (**forename** and **date of birth**), click on **save** to create the new client, or **cancel** if you decide not to create a new client.

