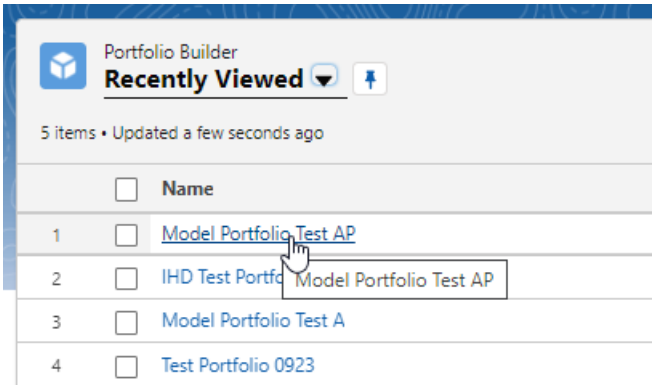


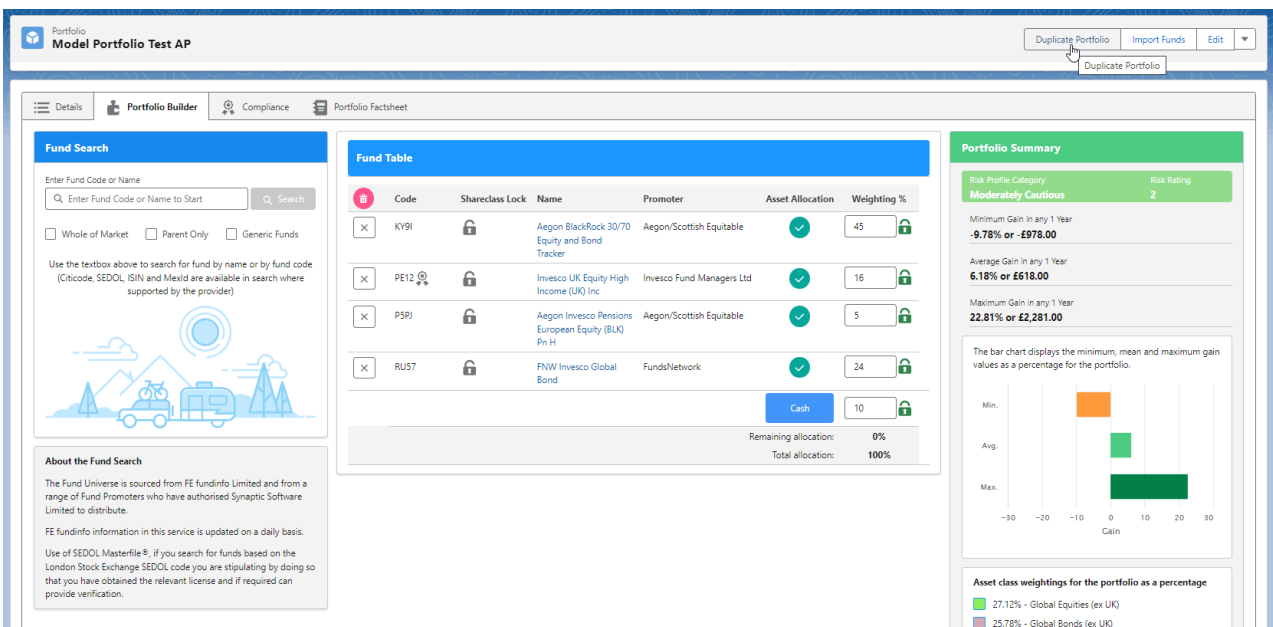
Can I duplicate a portfolio?

Last Modified on 19/10/2023 2:55 pm BST

You will need to open the portfolio you would like to duplicate:



Click **Duplicate Portfolio** in the top right corner:



Complete the details of the new portfolio and **Save**

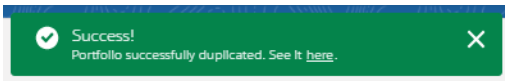
Duplicate Portfolio

* Portfolio Name

Description

Range

If you would like to go straight into the portfolio you created, click the 'here' link in the success message:



If not, you will remain in the original portfolio.

Navigate back to Portfolio Builder to view your duplicate portfolio:

Portfolio Builder	
Recently Viewed <input type="button" value="v"/> <input type="button" value="p"/>	
6 items • Updated a few seconds ago	
<input type="checkbox"/>	Name
1	<input type="checkbox"/> Model Portfolio Test AP - Copy
2	<input type="checkbox"/> Model Portfolio Test AP
3	<input type="checkbox"/> IHD Test Portfolio AP
4	<input type="checkbox"/> Model Portfolio Test A
5	<input type="checkbox"/> Test Portfolio 0923
6	<input type="checkbox"/> Amy Test Portfolio 0709