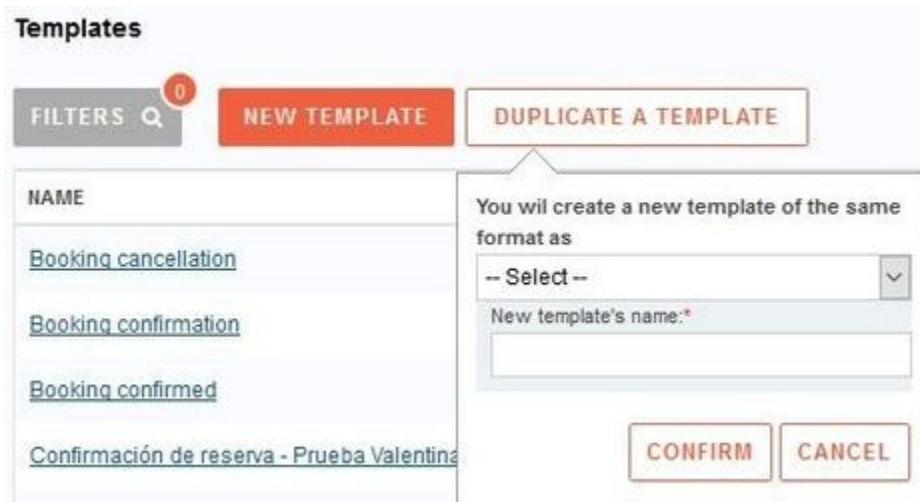


How to duplicate a template

There is an easy way to create a template, without starting from scratch. You just need to select a similar template and duplicate it.

On the list of templates, next to "New template" button, there is the option "**Duplicate a template**".



The screenshot shows a web interface titled "Templates". At the top, there are three buttons: "FILTERS" with a search icon and a red notification bubble with the number "0", "NEW TEMPLATE" in a red box, and "DUPLICATE A TEMPLATE" in a white box with a red border. Below these buttons is a table with a header "NAME". The table contains four rows of template names: "Booking cancellation", "Booking confirmation", "Booking confirmed", and "Confirmación de reserva - Prueba Valentina". A modal dialog box is open over the "DUPLICATE A TEMPLATE" button. The dialog has a title "You wil create a new template of the same format as" (note the typo "wil"). Inside the dialog, there is a dropdown menu currently showing "-- Select --" with a downward arrow. Below the dropdown is a text input field labeled "New template's name: *" with a red asterisk indicating it is required. At the bottom of the dialog are two buttons: "CONFIRM" and "CANCEL".

Clicking on this button, you will see a menu where you can select a template to duplicate and the name of the copy.

Once confirmed, the duplicate will open and you will be able to edit the created copy.

For more information, we recommend that you read these posts: [Templates](#)

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