

Navigate360: Copy Campaigns

When managing a campaign, users can copy a Campaign to streamline Campaign creation for repeat circumstances

1. Copy a Campaign

- Users can copy *Active* or *Expired* campaigns from the campaign *Options* menu when opening the campaign you wish to copy
- A warning message will appear when copying a campaign, with a success message to agree
- After copying a campaign, select the *campaign name (copy)* from the main campaign menu to continue drafting
 - **NOTE:** When a campaign is copied, all details are copied **EXCEPT** the recipient list. The campaign opens to the *Add Recipient* page.
- Edit Campaign *Configuration and Nudge details* as needed (i.e. the *Location, Service, Appointment Limit, Scheduling Window, Launch Date*)

