

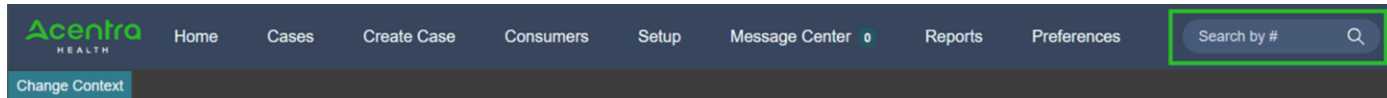
Summary

There may be times in which a previously submitted request needs to be copied to create a new request. The copy feature will copy *most* of the information from the case that is being copied. This document will describe the process for copying a request.

1

Search for Case ID

Enter the **Case ID** into the Search bar. Press enter or click anywhere outside of the box to navigate to the case.



2

Copy Button

Click on the **Copy** button.



3

Confirm Selection

Click Yes, if you want to copy the request otherwise, click no. Please note, copying a request **does not** create a Continued Stay Review.



4

Complete the Request

You will now be in an unsubmitted request. Click on the ribbons to expand each section to complete it.

