Copying a Product

1. Click "Catalogue"
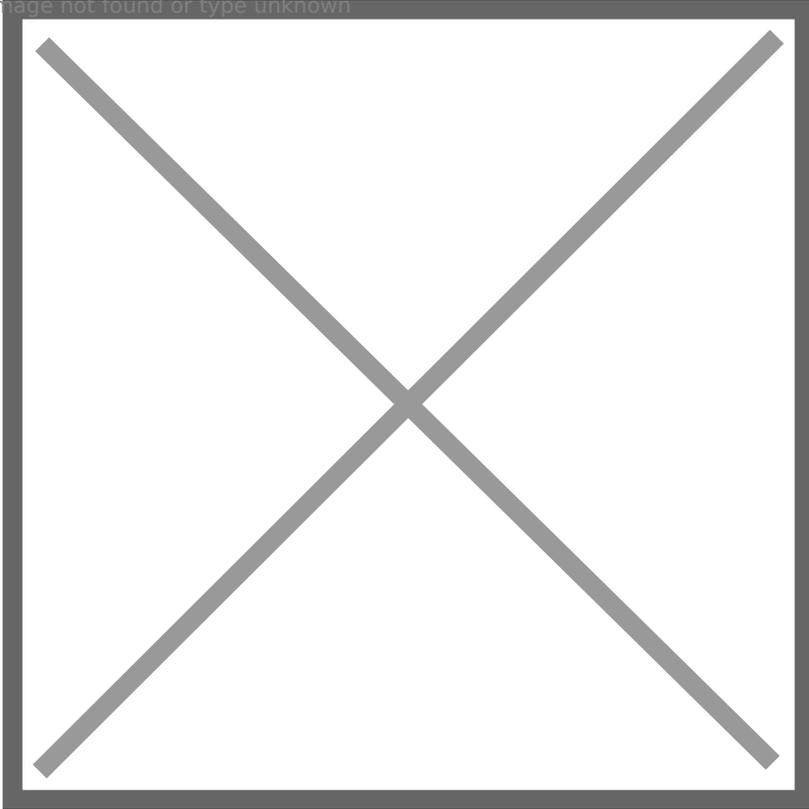
2. Click the "Product Search:" field.
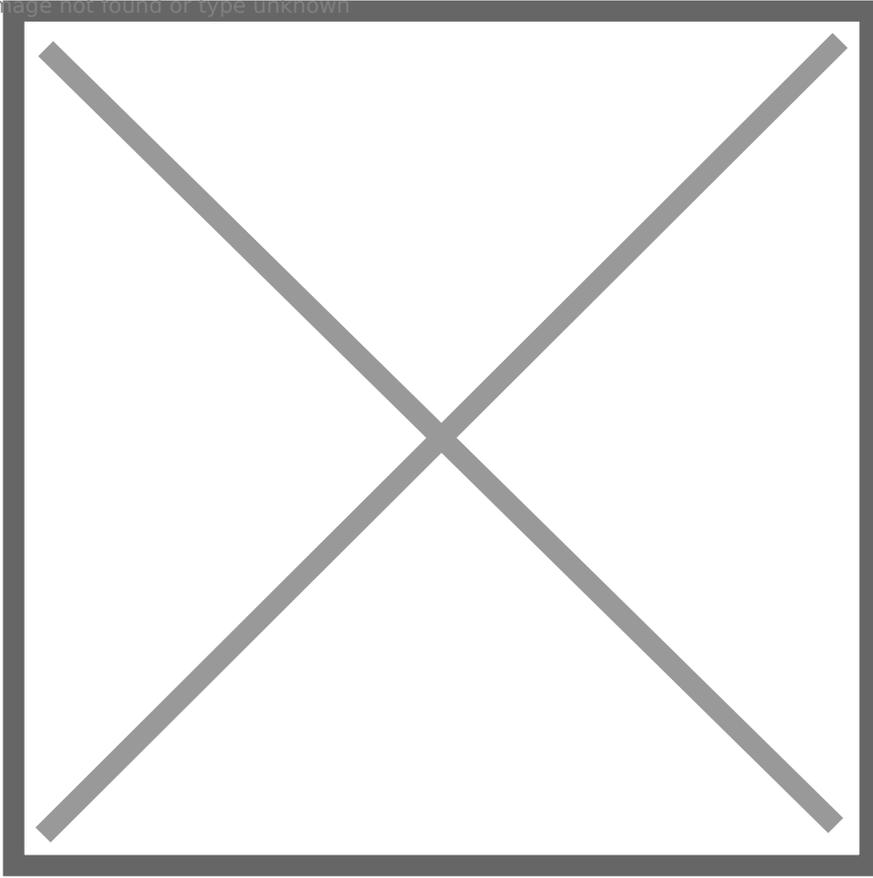
3. Type the product you are looking for in to the search field. In this example we've used "strawberry".

4. Click 'Search'.
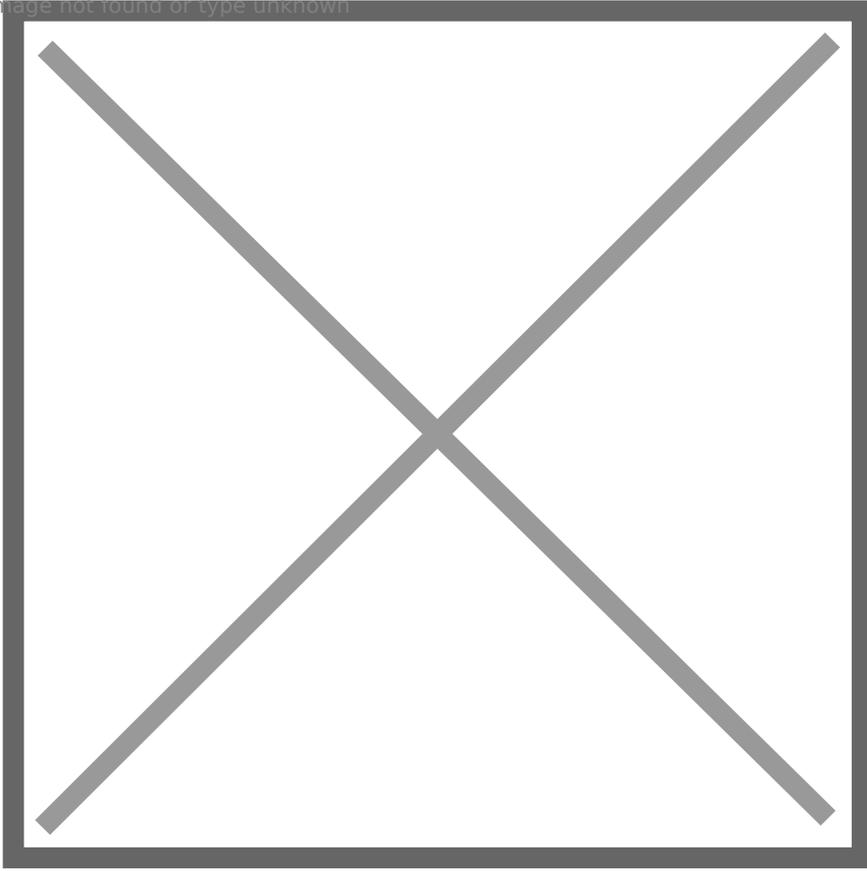
5. Once you've found the product you wish to copy, click the blue copy icon.
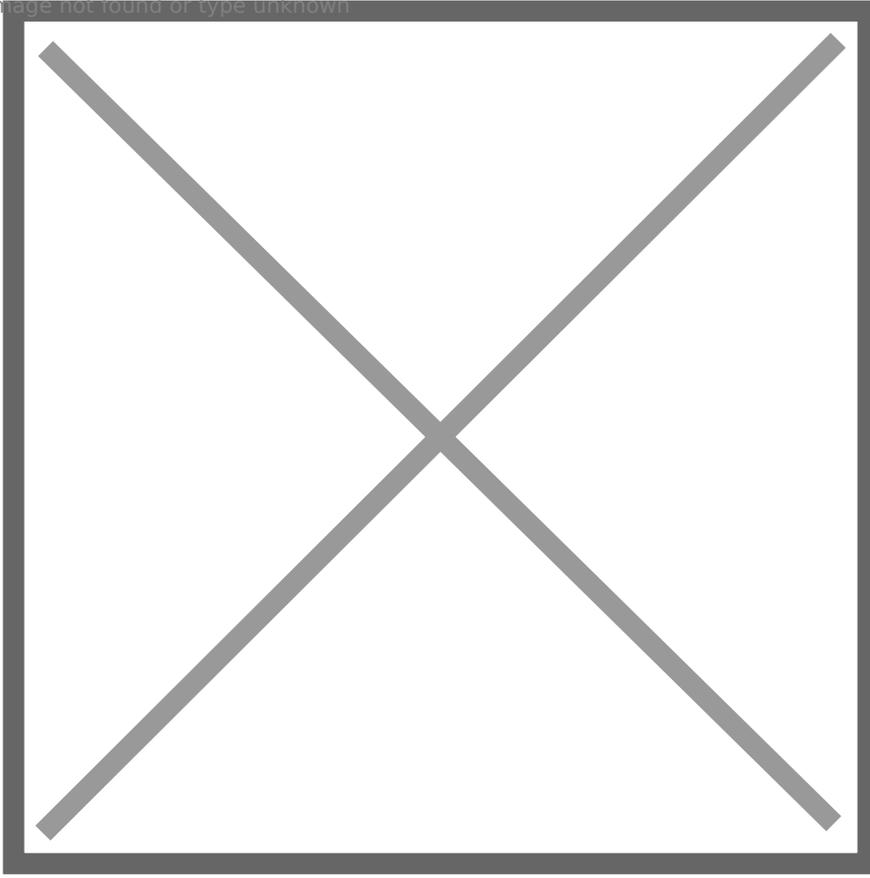
6. You will receive a popup asking if you are sure you want to make a copy. If you are happy, click 'OK' to continue.
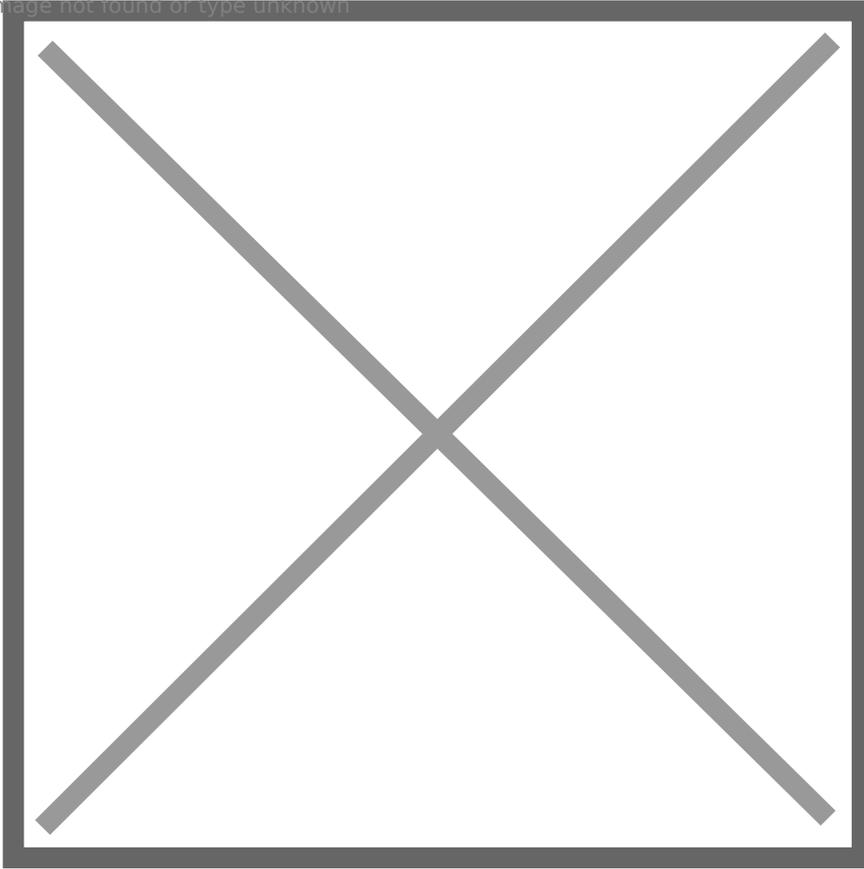
7. A copy of the product will now be created. It will have the same name with a 'COPY' suffix.
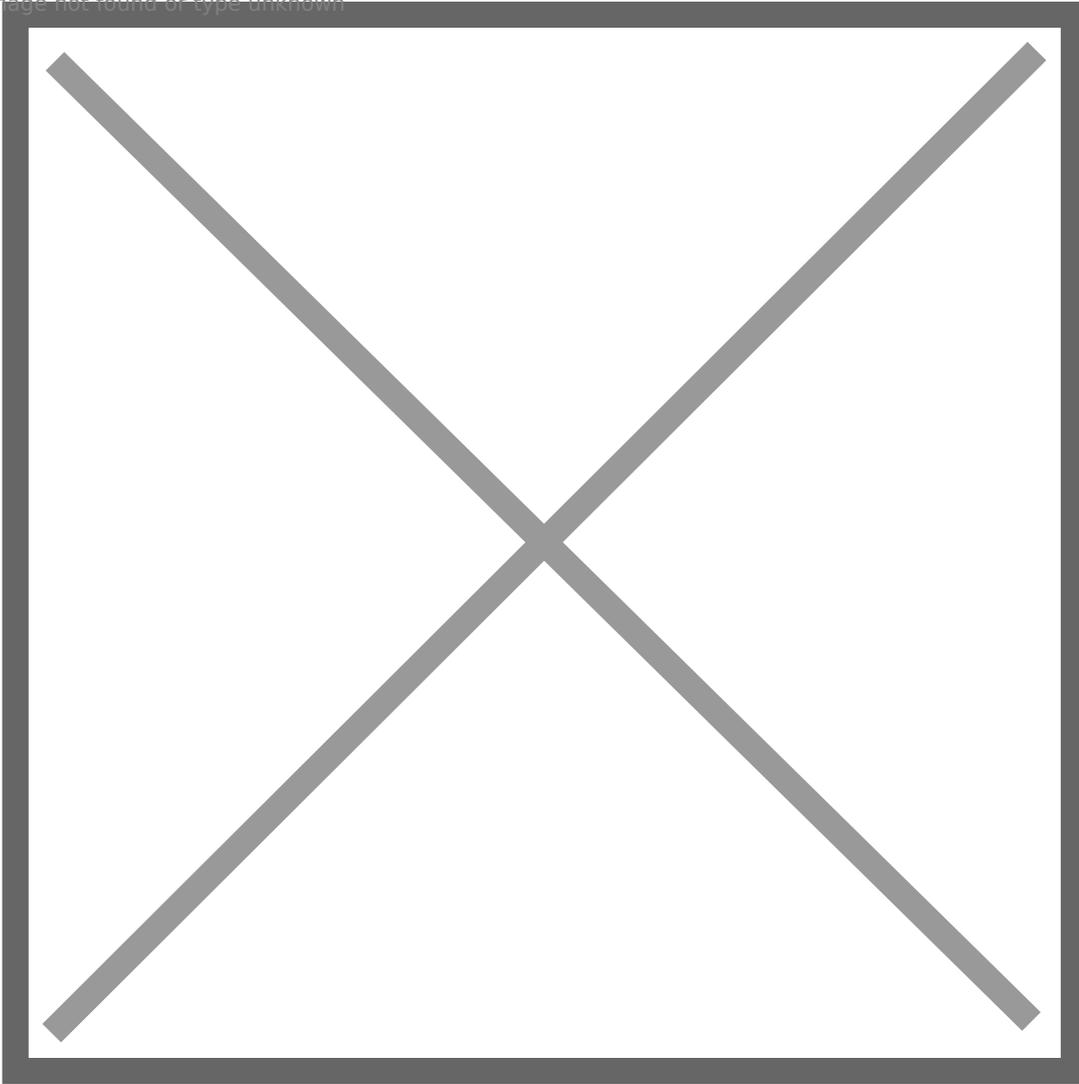
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