Create a Duplicate RTA

Administrators can create duplicates of existing RTAs. These duplicates include the status, time limit, location, and priority settings of the original, which can be adjusted as required.

Newly duplicated RTAs will have a _COPY suffix. This suffix is automatically removed once the RTA is saved, or its details are changed.

To create a duplicate RTA:

1. Click **Settings >** 🕑 **RTA**.

2. Locate the RTA you want to duplicate from the pane to the left or enter search terms, such as the RTA location or status, into the **Search** field then click to select it.

3. Click the 📋 icon next to the RTA.
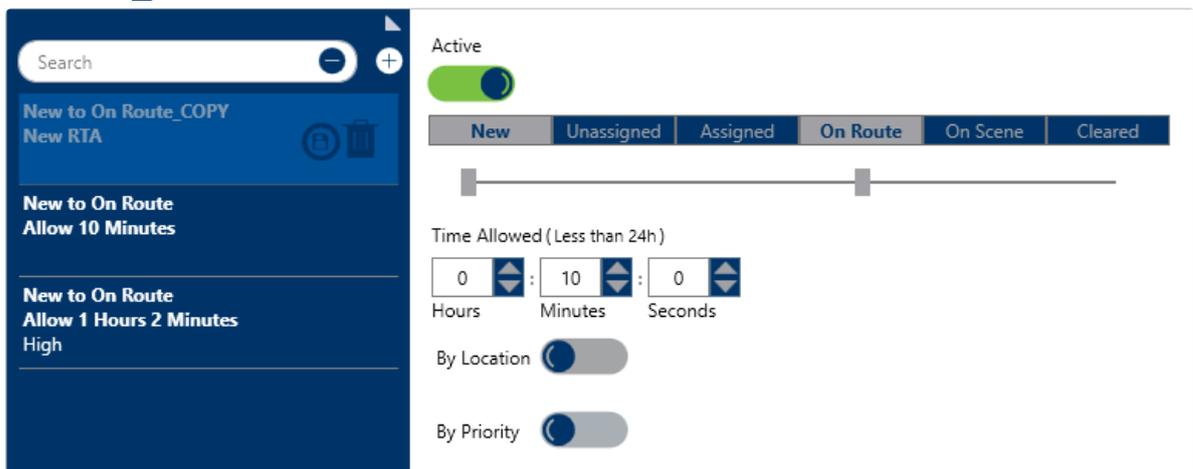
A duplicate RTA.

4. To save the RTA with the same settings as the original, click the Ⓑ icon in the left pane. Saving the duplicate will cause the _COPY suffix to disappear. To adjust the RTA settings, follow steps 4-8 in the Create a New RTA article.