



# Create a Duplicate Officer Alert

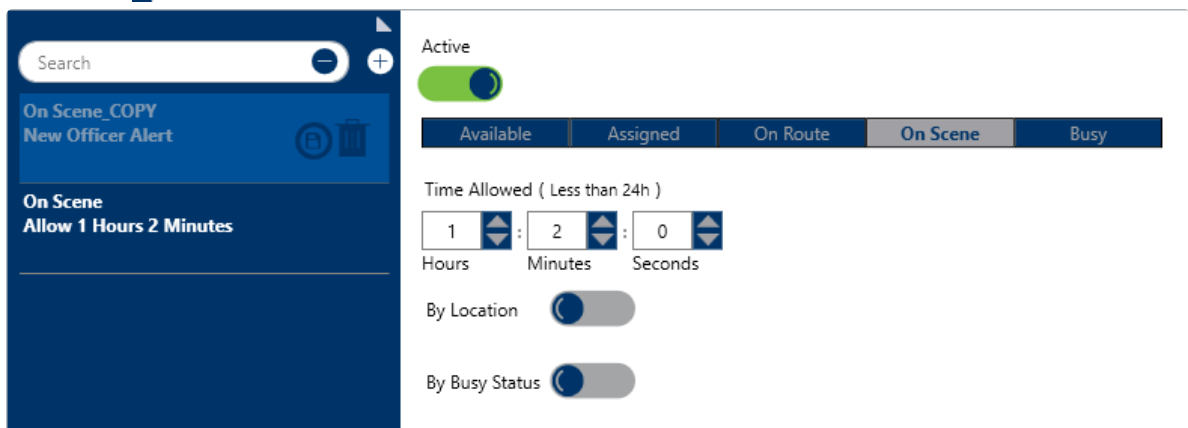
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Administrators can create duplicates of existing officer alerts. These duplicates include the status, time limit, location, and busy status settings of the original, which can be adjusted as required.


Newly duplicated officer alerts will have a `_COPY` suffix. This suffix is automatically removed once the officer alert is saved, or its details are changed.

## To create a duplicate officer alert:

1. Click **Settings** >  **Officer Alerts**.
2. Locate the officer alert you want to duplicate from the pane to the left or enter search terms, such as the officer alert location or status, into the **Search** field then click to select it.
3. Click the  icon next to the officer alert.



*A duplicate officer alert.*

4. To save the officer alert with the same settings as the original, click the  icon in the left pane. Saving the duplicate will delete the `_COPY` suffix.
5. To adjust the officer alert settings, follow steps 4-7 in the Create a New Officer Alert section.