

How to Duplicate Templates

On the Templates tab on the LabConnect dashboard, click on the **template** you want to **duplicate** in the **Template** tab.

Sample registrations

Draft	Organisation drafts	Submitted	In progress	Completed	Templates
Date created	Template name	Type	Samples	Tests	Date last used
3 Jun 2022	Demo Template 1	General	8	20	Edit
3 Jun 2022	Demo Template 2	General	3	3	Edit
23 May 2022	Demo Template 3	General	3	3	3 Jun 2022 Edit
23 May 2022	Demo Template 4	General	2	6	Edit
29 Oct 2021	Demo Template 5	General	4	4	Edit

Showing 1-5
First Page
1 of 1 pages
Last Page

Dashboard > Registration template

Summary information

Summary

Samples and tests

Duplicate Template
Delete template

The registration template is valid

Summary details

Registration template name
Demo Template 2

Do you have pre-printed barcode labels?
☒ Yes ☐ No

Pre-registration barcode number

Click on the **Options** drop-down button then select **Duplicate Template**

Template name

Type in a **unique name** to be saved against the **duplicated template**

Organisation & Contract number

Select the relevant **organisation** & **contract number** to be saved against the **duplicated template**

Testing

Specification

Add a spec to the **duplicated template** (optional)

Demo User
Menu

Template name
Duplicate Template Demo

Organisation
AsureQuality L...

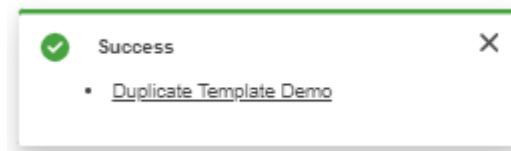
AsureQuality testing contract number
39986 - AsureQu...

Testing specification - all (optional)



The **template** can be **duplicated multiple times** by clicking on **+** and filling out the same information such as **Template name**

Once all information has been added to the fields, click **Create** to generate the new **template**



A message will appear confirming the duplicated template has successfully been created.

Click on the **template name** to open the new template or find the new template on the **template tab** on the LabConnect dashboard.