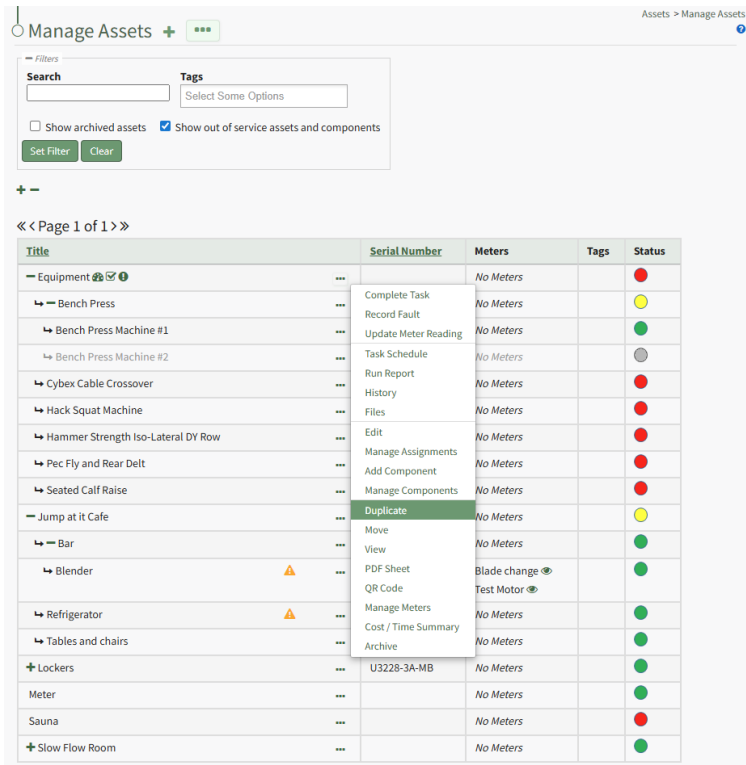


# Copy and Rename an Asset

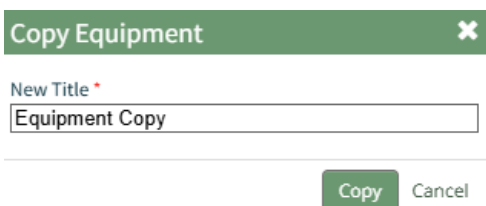
To copy and rename an asset, select Manage Assets from the Main Menu under the Asset Module. Use filters as needed and identify the asset/component you want to copy. Click the three-dot icon to the right of the asset title opening a context menu.



The screenshot shows the 'Manage Assets' interface. At the top, there are search and filter options. Below, a table lists various assets. A context menu is open for the 'Blender' asset, with 'Duplicate' highlighted. The table columns are Title, Serial Number, Meters, Tags, and Status.


Title	Serial Number	Meters	Tags	Status
Equipment		No Meters		Red
Bench Press		No Meters		Yellow
Bench Press Machine #1		No Meters		Green
Bench Press Machine #2		No Meters		Grey
Cybox Cable Crossover		No Meters		Red
Hack Squat Machine		No Meters		Red
Hammer Strength Iso-Lateral DY Row		No Meters		Red
Pec Fly and Rear Delt		No Meters		Red
Seated Calf Raise		No Meters		Red
Jump at it Cafe		No Meters		Yellow
Bar		No Meters		Green
Blender		Blade change		Green
Refrigerator		Test Motor		Green
Tables and chairs		No Meters		Green
Lockers	U3228-3A-MB	No Meters		Green
Meter		No Meters		Green
Sauna		No Meters		Red
Slow Flow Room		No Meters		Green

Select "Duplicate" from the context menu opening the Copy Asset Modal.



The 'Copy Equipment' modal is shown. It has a title bar with a close button. Below the title, there is a label 'New Title \*' and a text input field containing 'Equipment Copy'. At the bottom, there are 'Copy' and 'Cancel' buttons.

Edit the new title of the copied asset. When done, click the "Copy" button and the renamed copied asset will now show on the Manage Assets Page.

Manage Assets + 

- Filters

Search

Tags

 Show archived assets  Show out of service assets and components

Set Filter

Clear

+ -

&lt;&lt; Page 1 of 1 &gt;&gt;

Title	Serial Number	Meters	Tags	Status
+ Circuit Equipment   	...	No Meters		
+ Equipment	...	No Meters		

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