

Duplicate a control (workflow)

This feature allows you to duplicate an existing control. To do so, you must have the superuser role.

STEP 1

To copy an existing control, navigate to the list of controls (under menu: **Configuration**→**Controls**). Once the desired control has been identified in the list, click on the control options (at the end of the line, on the right) and select the **Copy** option.

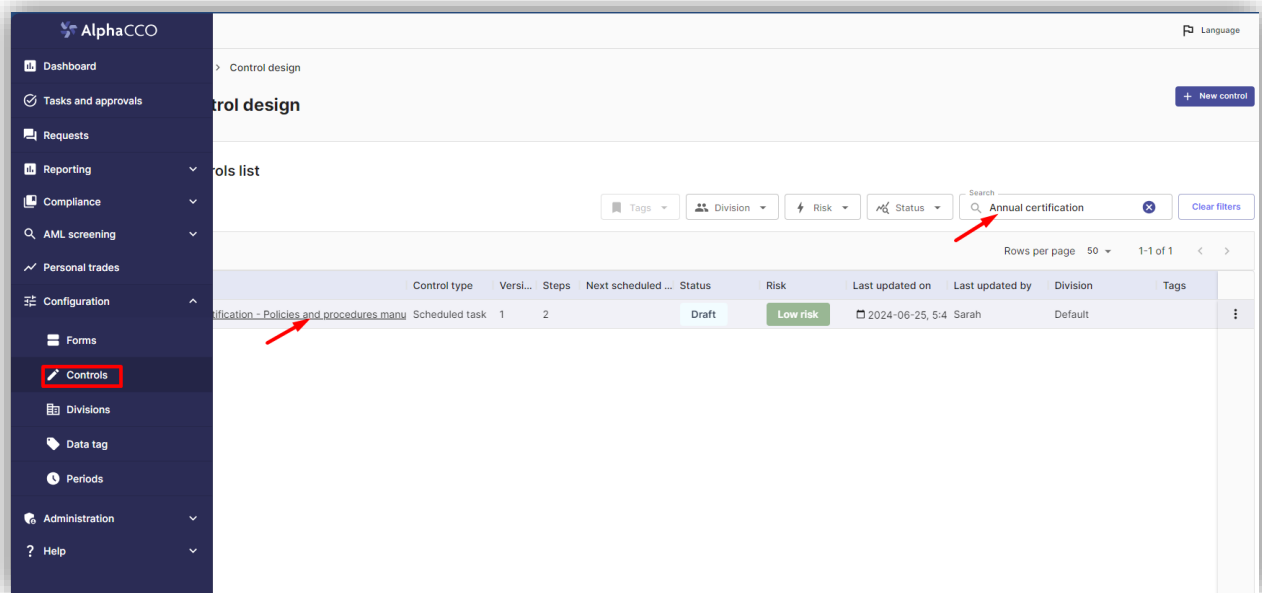


Figure 1: List of menu controls

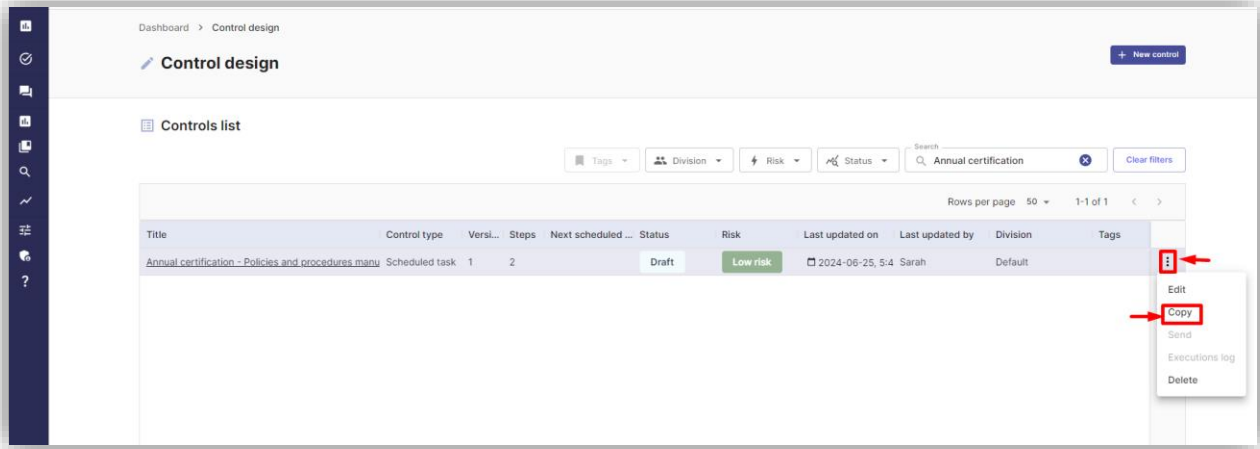


Figure 2: Options in the control list

STEP 2

Give a name to the copied control, then click **Copy**.

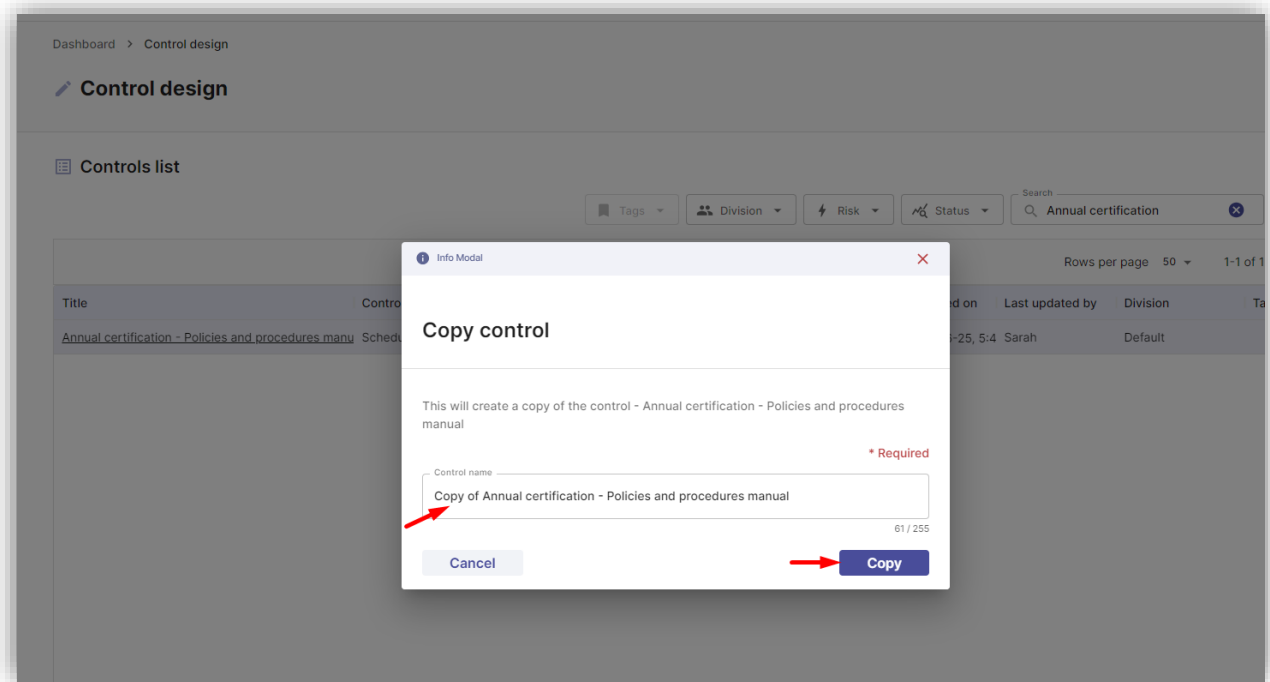


Figure 3: Window for renaming the control copy

STEP 3

A copy of the control is created with Draft status.

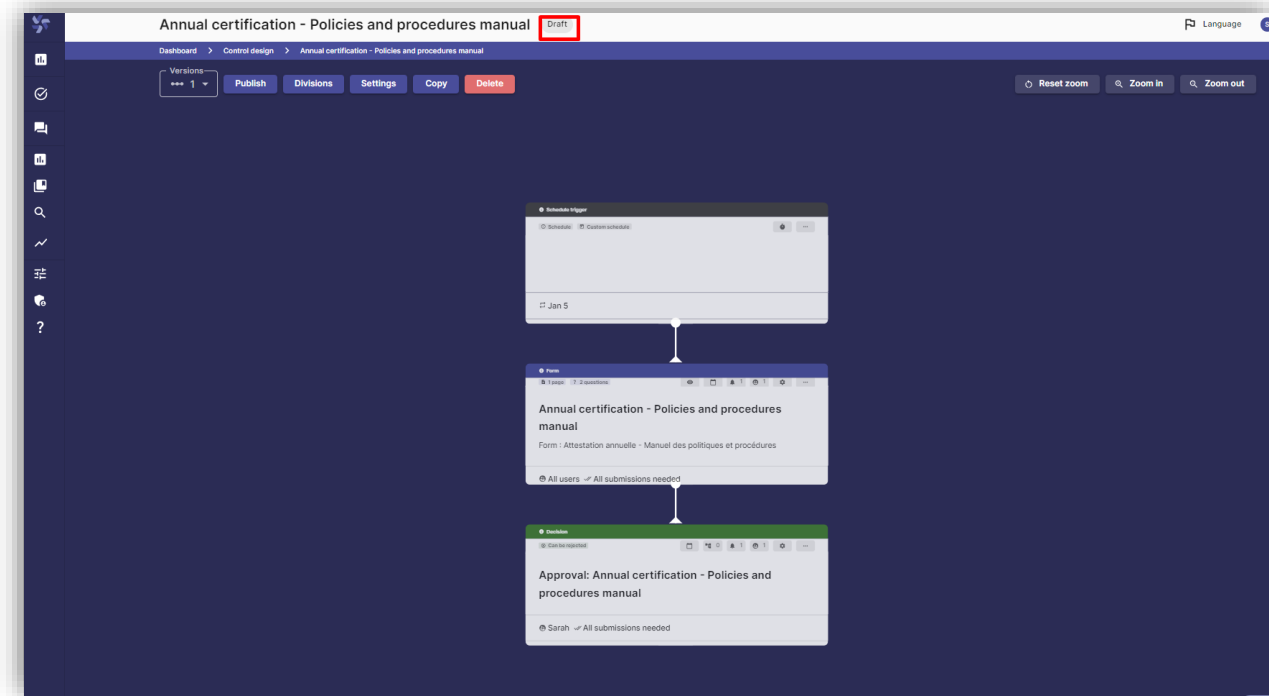


Figure 4: Control parameters window

STEP 4

Make the desired changes to the new control: trigger type (depending on whether the control is a task or a request), form(s) and decision(s) steps, e-mail alerts, etc.

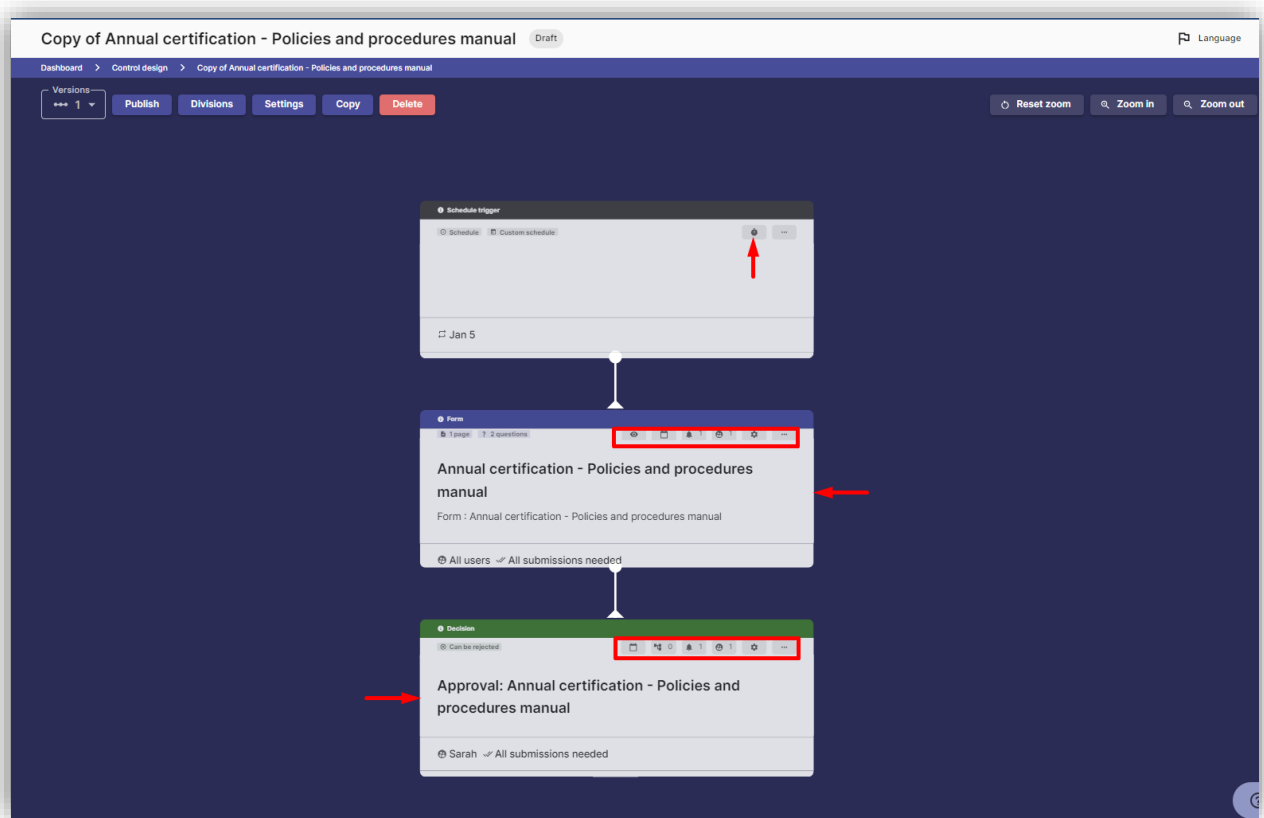


Figure 5: Control configuration

STEP 5

Click on **Publish** once all changes have been made to activate the control.

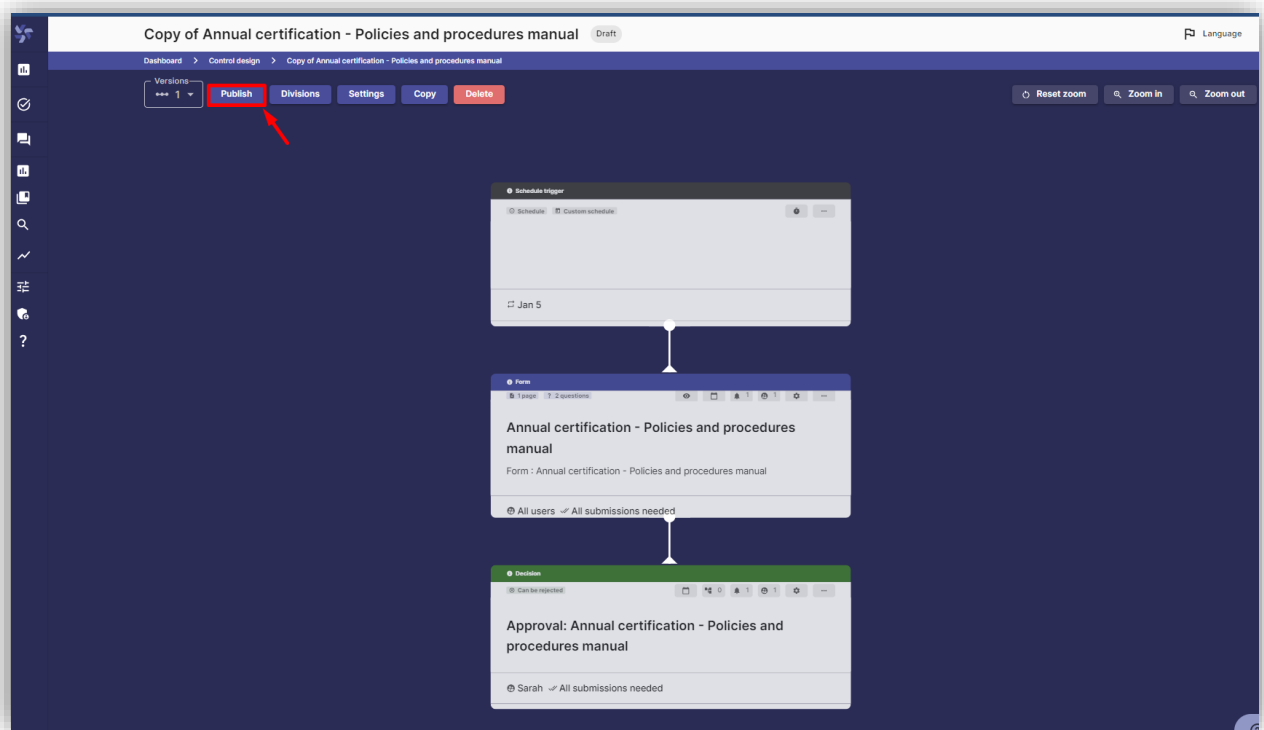


Figure 6: Publish a control

NOTES

For more details on control configuration, please refer to the guides on control configuration functionalities: [User guides - AlphaCCO - Help Center \(zendesk.com\)](https://alphacco.com/help-center) .

Please note that this is only a brief guide. The AlphaCCO support team will be happy to assist you if you require further guidance. Please do not hesitate to contact us at support@alphacco.com.