

Copying a 25Live Contact



Security Note:

In order to use this feature, your 25Live user must have appropriate permissions (Administrative: 14.0 *Create, Edit and Copy Contacts*). See [Permissions in Series25 Group Administration](#).

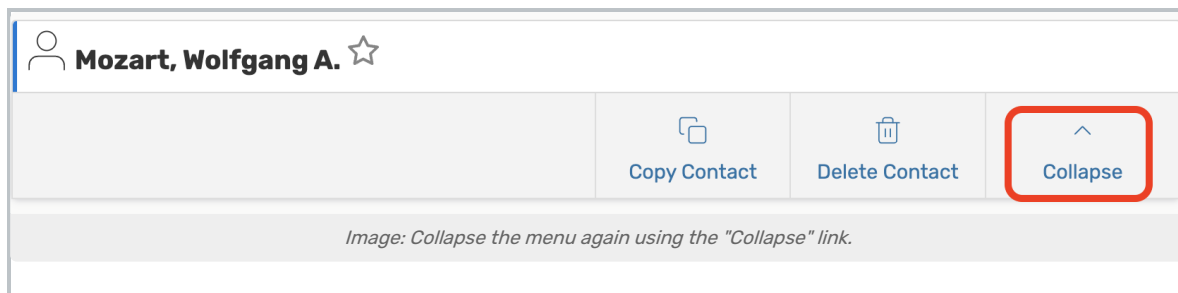
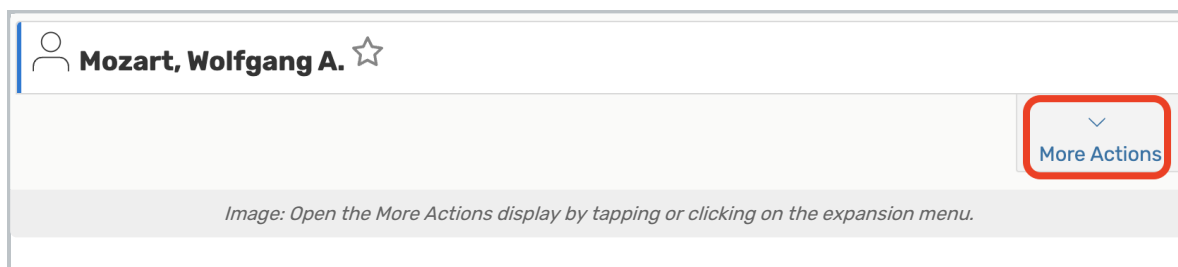
Accessed via the **More Options** display when [Viewing Contact Details](#), 25Live provides users with sufficient permission the ability to use the current contact they are viewing as a base to create a new contact.

How to Copy a Contact to Create a New Contact

1. Go to a Contact's Details View

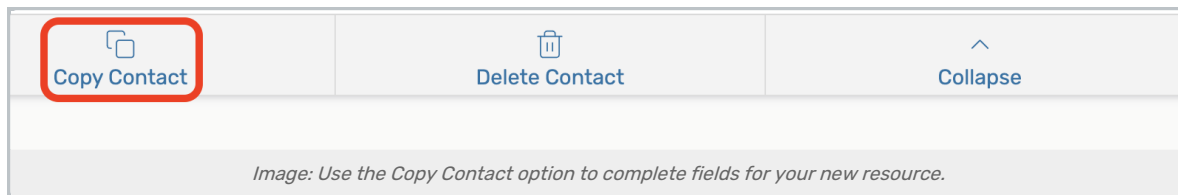
Find the contact you would like to use as a base or template for your new contact, and go to [view its details view](#). You can do this by using [favorited links](#) from your [home dashboard](#), [searches](#), or when [viewing calendars or availability grids](#).

2. Open the More Options Display



Use the **More Actions** link to open the display in the contact's details view.

3. Use the Copy Contact Link, And Complete Fields



Open the **Copy Contact** options view, then complete the information needed for your new contact.

- Name Prefix
- First Name
- Middle Name
- Last Name
- Name Suffix
- Title
- Internal ID
- Work Email
- Home Email



Security Note: You Will Still Need to Add Contact to Group

Copying a contact in 25Live does not copy the security group for the new contact. The new contact will still need to have a group assigned in the [Series25 Group Administration](#) tool.

4. Save Your New Contact

Use the **Copy and Edit** button to save your new contact's information and view its details in **Edit Mode** to add more details.



Tip: You May Also Choose to Create Another

You may also use the **Copy and Create Another** button to create an additional contact copy using the same settings and information you just completed.