

# Enterprise - How to Copy an Order

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## Why Copy an Order?

Customers will often times contact a staffing company for the same type of role on multiple occasions; when this occurs, it is usually more convenient to copy an order, allowing recruiters to work efficiently and get a jump on any competitors.

In order to ensure you aren't copying incorrect information, we recommend using this functionality with our Master Orders. See [Enterprise - Utilizing Master Orders](#) for more information.

## How to Copy an Order

1. Navigate to the order that should be copied
2. Expand the actions menu, and select "Copy Order":

**Dakota Steel, Primary**  
Welder  
6 of 4 positions filled  
Customer ID: 4295010867  
Order ID: 4295044804

Assign Carmen Guinto to this order  
**Copy Order**  
Create New Assignment  
Find Matching Employees  
Gross Profit Calculator  
Make Carmen Guinto a candidate on this order  
Mass Update Rates  
Move Order  
New Task  
Recalculate Worker Comp  
Share with Facebook  
Share with Twitter  
Update Assignments  
View Map


Add Message  
Email Assigned



Record Actions  
Form Actions

**\*Note\*** Any order may be copied, no matter how old it is, or what its current status is.

Once copy order has been selected, Enterprise will ask for confirmation that you would like to create a copy of the order and navigate to it. Click yes to confirm:

TempWorks Enterprise

 This will create a new copy of this order and navigate to it.  
Would you like to continue?

 Yes  
 No

The new order will have all details from the copied order *except* the (1.) number required which will default to 1:

The screenshot displays an order management interface with several sections:

- customer information:** Customer ID (4295014356), Work Site (Primary), Worker Comp (OR-8810), Burden (Eagan, MN 55121), Alt Order ID, and Directions.
- job information:** Required (1), Assigned (0), Order Type (TE Temp), Job Title (Sales), Description (Enthusiastic Sales Associate Wanted), Dress Code, Safety Notes, Start Date (12/20/2019), Duration (Indef), Est. End Date, Shift, Start Time (8:00 AM), End Time (4:30 PM), and Shift Notes. Below this are checkboxes for days of the week (Sun-Sat).
- financial details:** Multiplier (None), Pay Periods (52), Bill Rate (\$22.00), Pay Rate (\$15.00), Unit Bill Rate (\$0.00), Unit Pay Rate (\$0.00), OT Factor (1.5000), Other Agency Pay (\$0.00), Overtime Bill (\$33.00), Overtime Pay (\$22.50), Doubletime Bill (\$44.00), Doubletime Pay (\$30.00), Overtime Plan (PlanSTD), GP Percent (22.44%), Desired GM %, and GP Estimate (\$790.00).
- contacts:** No Records Found.
- other information:** Status (Master), Taken By (hosteval12), Sales Team (Default), Branch (St.Paul), Do Not Auto-Close, TW Time Clock, and PeopleNet checkboxes. A Notes field is also present.

We recommend always reviewing the Start Date, Start & End Times, and Bill & Pay Rates as these items often change from order to order.

## Related Articles