

Save data entry time using the Duplicate button

You can save valuable time when entering client data by using the *Duplicate* button.

When you are adding or revising data within a category, click **Duplicate** to create a copy of the previous entry. Open the duplicated entry and change whatever information you need to. Using the *Duplicate* button is faster than re-entering all the information from the beginning. The *Duplicate* feature is available in the following categories: *Incomes*, *Expenses*, *Assets*, *Loans*, and *Strategies*.

