

To copy a job

1. Do one of the following actions:
 - In Job Finder, select a job and then select **File > Copy**.
 - Right-click a job and select **Copy**.
2. In the Copy Job dialog box, enter information for the job that you want to copy. If you want to copy a job using a pre-set copy job process template, click the **Select** button. From the Choose Process Template dialog box, select a **Copy Job process template** and click **OK**.