

# How to Duplicate a Panel

- 1. Open a [Panel Settings](#) record.
- 2. Click **Duplicate** toolbar button.

Panel Settings - TEST PANEL

NewSaveUndoDeleteDuplicateDeactivateSearchRefreshQuery BuilderUser AccessClose

DetailsSettings

Panel Name

TEST PANEL

Class

Master

Rows Retrieved

25

Panel Caption

TEST PANEL

Style

Grid

Rows Visible

0

Description

Query

select \* from tblCFTransaction

Connection

i21

Date Condition

None

Date Field

Other Filter:

None

Filter Variable

Filter Field

Drill Down

None

☐ Auto Refresh panel every

1

Minute

Owner

irelyadmin

Order By:

☐ Descending

Ready

Page 1 of 1

- 3. A new copy will automatically be created which is a replica of the original panel. The only difference is the **Panel Name** which has "Duplicate of" phrase at the beginning of the panel name. Notice that the page detail has incremented.

Panel Settings - Duplicate of TEST PANEL

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