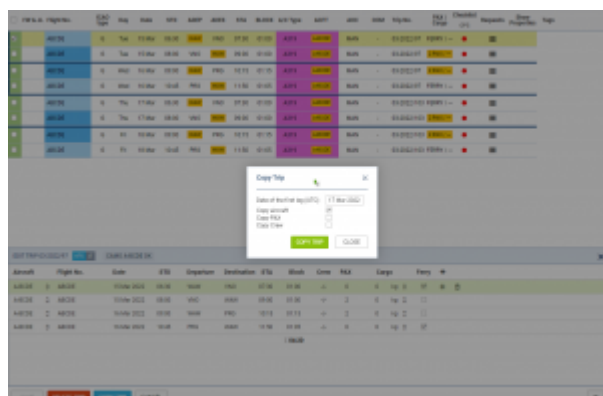


Copying Trip



'Copy Trip' feature

It is possible to copy the whole trip in the OPS sections.

In order to copy a trip you need to perform the following steps:

1. Select the trip
2. Click on the 'EDIT TRIP' button (bottom of the page)
3. Click on the '**COPY TRIP**' button in the 'Edit Trip' section
4. Select the details that should be copied in the '**Copy Trip**' pop-up window
5. Once the 'COPY TRIP' button is clicked in the 'Copy Trip' window, the trip will be copied

As presented in the screen on the right-hand side, trip no 03-2022/97 was copied selecting the start date of the first leg on 17-03-2022 (new trip no 03-2022/103).

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