

Create a Duplicate Alarm Alert

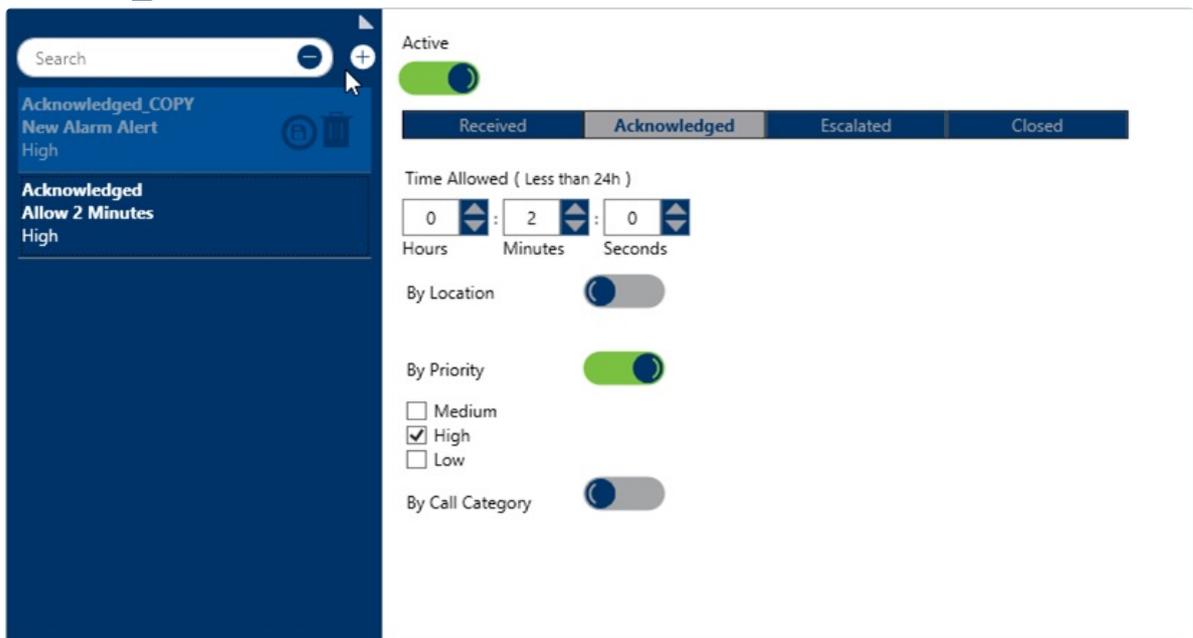
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Administrators can create duplicates of existing alarm alerts. These duplicates include the status, time limit, location, priority, and call category settings of the original, which can be adjusted as required.

Newly duplicated alarm alerts will have a `_COPY` suffix. This suffix is automatically removed once the alarm alert is saved, or its details are changed.

To create a duplicate alarm alert:

1. Click **Settings** >  **Alarm Alerts**.
2. Locate the alarm alert you want to duplicate from the pane to the left or enter search terms, such as the alarm alert location or status, into the **Search** field then click to select it.
3. Click the  icon next to the alarm alert.



A duplicate alarm alert.

4. To save the alarm alert with the same settings as the original, click the  icon in the left pane. Saving the duplicate will delete the `_COPY` suffix.
5. To adjust the alarm alert settings, follow steps 4-8 in the [Create a New Alarm Alert](#) article.