

Create a Duplicate RTA

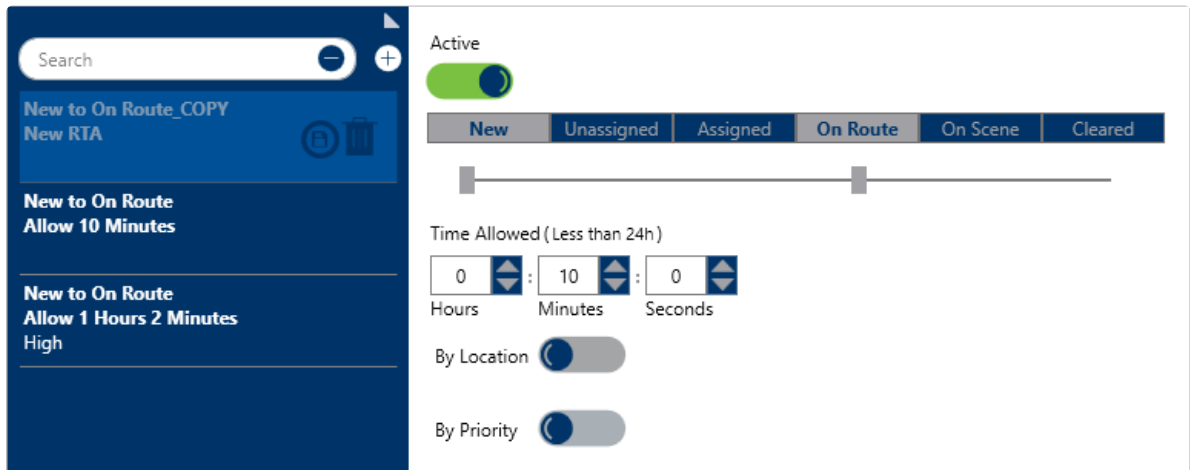
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Administrators can create duplicates of existing RTAs. These duplicates include the status, time limit, location, and priority settings of the original, which can be adjusted as required.

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

To create a duplicate RTA:

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



The screenshot displays the RTA configuration interface. On the left, a search bar is at the top. Below it, three RTA entries are listed: 'New to On Route_COPY New RTA' (with a duplicate icon), 'New to On Route Allow 10 Minutes', and 'New to On Route Allow 1 Hours 2 Minutes High'. The main panel on the right shows the configuration for the selected RTA. It includes an 'Active' toggle switch, a status bar with tabs for 'New', 'Unassigned', 'Assigned', 'On Route', 'On Scene', and 'Cleared', and a 'Time Allowed (Less than 24h)' section with input fields for 0 Hours, 10 Minutes, and 0 Seconds. At the bottom, there are 'By Location' and 'By Priority' toggle switches.

A duplicate RTA.

4. To save the RTA with the same settings as the original, click the  icon in the left pane. Saving the duplicate will cause the `_COPY` suffix to disappear. To adjust the RTA settings, follow steps 4-8 in the [Create a New RTA](#) article.