

CUSTOMER PORTAL CLONE AN APPLICATION

SLIDE 1

How to clone an application

SLIDE 2

All applications, except if they are withdrawn, in the customer portal, can be cloned.

This process can be started, from the All Applications view list.
To create a new draft application will only take a few minutes.

SLIDE 3

The upcoming demonstration will show you how to clone an application.

SLIDE 4

To clone an application, find the application in the all applications view and click on the down arrow to the right of the application line.

Choose clone application

A pop-up confirmation box will display asking you if you want to clone this application

Click continue

A green band will appear under the applications title advising you that the cloning process has begun

Using the drop-down arrow beside the all applications view, choose draft and re-opened applications view list to find the new application displayed, in draft, at the top of the list.

The date created, will be todays date, and the application ID, will be a new number.

Open the application, via the application id.

Start to work your way through and make any necessary amendments and complete all the details required for submission.

Once completed click **submit your application** and it will be forwarded to TMR Support Staff for processing.

SLIDE 5

For any questions, feedback, system enhancement suggestions or general enquiries, please contact your local district from the details provided here.