

# Duplicate Staff

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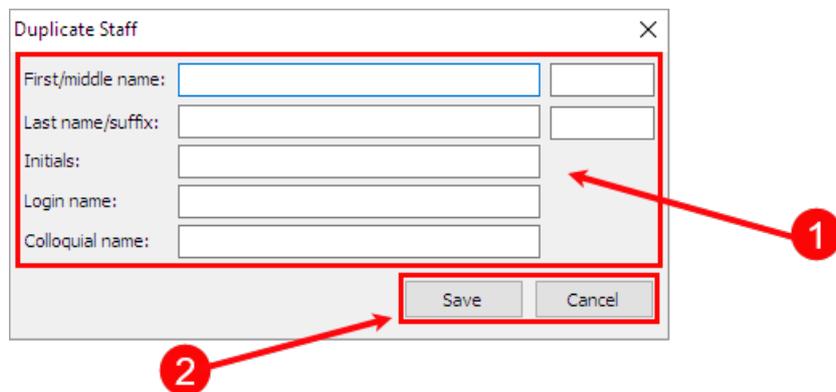


This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

## About Duplicate Staff

**Path: Practice Management tab > Staff/Providers button > Duplicate button**

The Duplicate Staff window gives Administrative users the ability to create new users in OP by copying an existing staff or Provider record. The following information is copied when using the Duplicate feature: Department(s), Location(s), Team(s), Clinical level, Standard and Emergency medical record visibility, and all information from the Practice Info tab.



## Duplicate Staff Map

Number	Section	Description
1	Duplicate Staff info	The fields in the Duplicate Staff window are used to enter the information for the new user.
2	Save, Cancel buttons	<ul style="list-style-type: none"> <li>• <b>Save:</b> Saves the new user's record</li> <li>• <b>Cancel:</b> Closes the Duplicate Staff window without saving the new user.</li> </ul>