Configuring

# Copying notification objects

You can copy a notification and use it as a template for creating another notification. Copying notifications can save you time, especially when you need to create several notifications with similar properties.

To copy a notification:

1. Click the **Administration** tab.

2. In the left pane, click **Objects ⇒ Notifications**.

3. Right-click the name of the notification object that you want to copy, and select **Copy**.

4. Fill in the properties.

5. Click **OK**.

Parent topic: Notifications