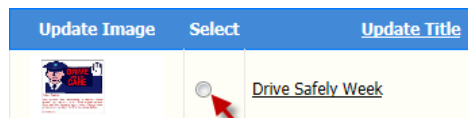


Copy Update

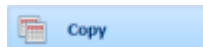
From the Dashboard or Menu:



1. Select 'Updates'.
2. Click on the radio button by the update you would like to copy.



3. Select 'Copy' on the right.
4. Create a new name for your update in the box provided.



Enter a new update name:

5. Select 'Continue'.
6. You may edit your update if you wish.
7. If you enter an expiration date, the system will automatically archive your update on the date entered.

Expiration Date & Time :

8. Choose whether you would like to display it on your App or keep it private by clicking the appropriate radio buttons.

☒ Private ☐ Public

9. If you choose 'Private', click 'Save'.

10. If you choose 'Public', choose a date to publish it.

* Publish Date: (MM/DD/YYYY)

11. Select 'Submit' and it will appear in your Updates on your App.