

# Article - Create a Copy (Clone) of your application

In Progress or Submitted applications can be copied to reduce data entry



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Updated over a week ago

This article is aimed for brokers who have accessed Loanapp direct and not through an aggregator platform. If you've come through Mercury, [click here](#) to learn how to clone.

If you are doing multiple applications for the same Applicants, using the Copy function will save you lots of time.

## 1. Copying an application In Progress (not yet submitted)

To Copy an application that you are currently working on, you need to ensure that the application is closed first.

- Click on the My Apps tab.
- Ensure you are on the 'In Progress' applications
- Select the application that you wish to copy.
- Click Create Copy.

You will be asked to give your new application a name, choose the document type and then click Create Copy.

File MY APPS TEAM APPS RECEIVED APPS Data Dev View BROKER APPS BROKERAGES BROKERS Fida Boustani ?

Create New Create Copy **2** Open Application View Application Close Application Change Name Recycle Restore Delete Messages Supporting Docs Download Files Search & filter ... Clear Search Search

**In Progress** Submitted Recycled

**1**

#	Application Code	Application Name	Product Group	Doc Type	Owners	Loan Writer	Created Date	Current
1	APP-SY963H	lo doc test	Standard Residential Mortgages, v1.2.9	Lo Doc	1 FB	Fida Boustani	20-07-2018, 10:16	
2	APP-CRCBYS	</> henry small FI	Standard Residential Mortgages DEV, v1.0.2	Full Doc	1 FB	Fida Boustani	11-05-2018, 09:43	
3	APP-6SNJDE	Henry Small	Standard Residential Mortgages, v1.2.39	Full Doc	1 FB	Fida Boustani	14-12-2017, 13:44	
4	APP-5UCCLS	Jack Clifford Test	Standard Residential Mortgages, v1.1.45	Full Doc	1 FB	Fida Boustani	08-12-2017, 13:28	
5	APP-UBUIKD	Jk testing	Standard Residential Mortgages, v1.1.31	Full Doc	2 JK FB	Julie Kellaway	19-04-2017, 11:05	

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## 2. Copying an application you have already Submitted

- Click on the My Apps tab.
- Ensure you are on the 'Submitted' applications

- Select the application that you wish to copy.
- Click Create Copy.

The screenshot shows the MORTGAGE EZY application interface. The top navigation bar includes tabs for File, MY APPS, TEAM APPS, RECEIVED APPS, Data, Dev, View, BROKER APPS, BROKERAGES, and BROKERS. The user is logged in as Fida Boustani. The left sidebar has a 'Submitted' button highlighted with a red box. The main area displays a table of applications with columns: #, Status, Application Type, Lender Reference, Application Code, Application Name, Product Group, Doc Type, and Ow. A red arrow points to the 'Create Copy' button in the top left, and another red arrow points to the first row of the table.

#	Status	Application Type	Lender Reference	Application Code	Application Name	Product Group	Doc Type	Ow
1		Loan	37334	APP-5U0P2T	Frank Smith	Standard Residential Mortgages, v1.0.56	Full Doc	2

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SHOWING 1 ITEM | DISPLAY MAXIMUM 25 ITEMS

LIST GRID

You will be asked to give your new application a name, choose the document type and then click Create Copy.

Voila! You will have a replica of your original application without having to re-enter all the data.

*NB: if you have entered Loanapp through an Aggregator, you may not have access to the Copy functionality.*

<https://intercom.help/loanapp/en/articles/734715-article-create-a-copy-clone-of-your-application>