How to Copy Information from the Previous Cycle to the Current Cycle

NOTE: Information can be copied forward but not backward in the system.

There are two ways to copy information forward: a single-field copy forward and a multiple-field copy forward.

Single Field Copy Forward

If you would like to copy the content from a single field forward from a previous cycle:

1. Make sure you are starting in the cycle you wish to copy information INTO.

2. Click the Copy button located next to the Edit button for the given field.

3. You will be prompted to Select which prior cycle you would like to pull from, as well as which field. NOTE: You will need to know what field number from the previous cycle you are pulling from.

4. You can choose whether to go ahead and mark that field as complete once copied, with the toggle at the bottom left corner.

5. Click Submit
Multiple Field Copy Forward

If you would like to copy the content from multiple fields forward from a previous cycle:

1. Make sure you are starting in the cycle you wish to copy information **into**.

2. Click the **Copy** button located at the top of the report, next to the **+Program** button.

3. You will be prompted to **Select** which prior cycle you would like to pull from, as well as which fields. You can select multiple fields to copy forward.  
   **NOTE:** You will need to know what field number from the previous cycle you are pulling from.

4. You can choose whether to go ahead and mark all of the fields as complete once copied, with the toggle at the bottom left corner.

5. Click **Submit**