Copying Master Positions

APTA-57

Introduction

To enhance workflow efficiency in master position creation, we've introduced a new feature that allows users to copy existing master positions.
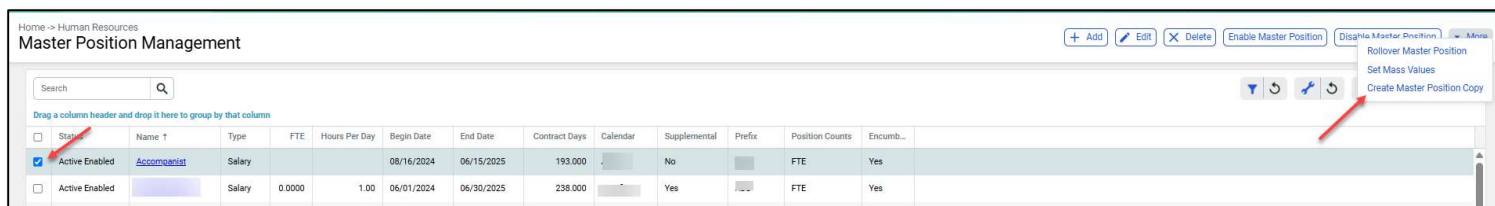When a master position is copied, all selections and configurations will be retained in the new version. The copied position will also include the original Master Position name, appended with the notation **"Copy"** for easy identification.

Master Positions Screen

To maintain consistency across the platform, the copy feature for Master Positions will function the same way as copy features on other screens.
To use this feature, simply select the Master Position you wish to copy, then open the **More Menu** and choose **Create Master Position Copy**. This ensures a familiar and streamlined experience for all users.

We have added the ability to mass update this field for an efficient workflow when multiple employees have the same rate.

Master Position Management – Create Master Position Copy

Master Positions Detail Screen

On the Master Position Detail screen, you'll notice that the copied Master Position retains the original name with the notation "Copy."
All previously completed fields from the original Master Position are also carried over into the copy. These fields can be edited as needed, allowing for quick adjustments without starting from scratch. This enhancement was designed to improve efficiency and boost productivity in your workflow.

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Master Position Detail Screen – Master Position Copy