

How to Clone a Person

Objectives

- Clone a person

Steps

Once you add your first Person it will be accessible from the Persons grid in the **Persons** module within the **Contacts**.

Click on the person's name or ID to open its page.

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Universal Search

Persons

All Persons

Save Filter

Columns

Search Filters

PER00000096

Abbas Al Murtada

Client

Commercial Dep...

PER00000072

Abbas Abbas

Client

Engineer

PER00000089

Abbas Batz

Internal

hussein.jardal@app4legal...

PER00000077

Adam David

Client

Adam.david@backline.com

+1 568897854

+1 258078548

Lawyer

Back-Line Comp...

PER00000040

Adam Skins

Client

AdamSkins@outlook.com

+27 458 002 5699

+27 458 002 5699

Head of Finance

SA Constructions

RN-57749

Engineer

National ID

12569

PER00000118

Adam Christopher

Client

ademchristopher@gmail.c...

IT Department

PER00000076

Adnan Hamza

Client

PER00000126

Adnan Zarzour

Client

soheik.zarzour@gmail.com

PER00000145

Albert Dave

Client

PER00000067

Albert smith

Supplier

albertsm052@gmail.com

General Manager

Global Tech

Supplier

PER00000105

Alberto Scott

Partner

PER00000005

Aleen Peterson

Internal

carolnemraved@gmail.c...

lawyer

PER00000055

Alice Jones

Internal

JonesAAlice2@gmail.com

You can clone a person by simply clicking on the icon near the delete and then save.

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Abbas Al Murtada

Client

AA

PER00000096

Abbas Al Murtada

Client

General Info

Job Details

Address

Personal Details

Comments

Attachments

Persons

Matters

Contracts & Documents

Reminders

General Info

First Name*

Middle Name

Last Name*

Category*

Sub-category

Title

Reference #

Company / Group

Mobile

Phone

Email

Start typing

Choose Sub-category

None

Tax Number

Country

Additional IDs

Status

Job Title

Job Title

Website

Manager

Start typing

Is Lawyer

In-house Lawyer

Privacy

Shared With

Set as Public

Marla Dave

Including Person Creator

Custom Fields

Referred by

Passport Number

Custom Field 2

Custom Field 4

Custom Field 3

Passport Copy

Choose file

Audit

For more information about LEXZUR, kindly reach out to us at help@lexzur.com.

Thank you!