How to Clone a Person

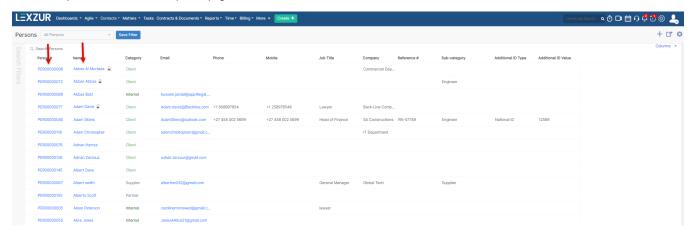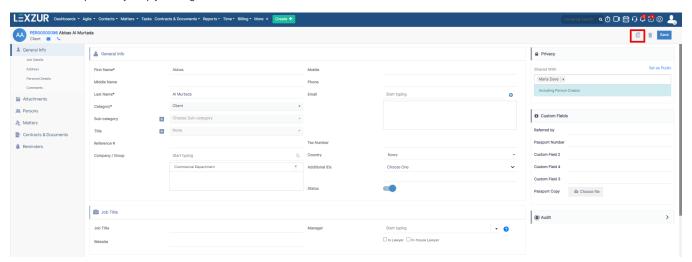## Objectives

- 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.

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

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

Thank you!