

Copying requests in IMI

For data or information that needs to be used repeatedly for different requests, IMI provides you with the option to copy the relevant data, reusing the desired data to avoid having to manually enter it each time a new request is created.

Open the request and click on the '**Reuse data**' button at the top.

This opens a list of forms that you can create using the data from the existing form. Click on the form that you would like to create.

A new 'Create' tab will open, with the data from the previous form already filled in.