# Copy Group

Instead of creating a completely new groups, you can copy an existing group and edit its settings. View the existing groups using the function **ACD - Groups** and click on **Copy** in the toolbar.

Provide the following information:

| | |
|---|---|
| **Group** | Choose the group you wish to copy |
| **Name** | Name of the new group |
| **Group Number** | If the group to be copied is an *Independent Group* or a *Configuration Group* a group number can be inserted here. This number is used, for example, when transferring calls by DTMF. <br><br> If in the client specific resources the group number has been configured as obligatory, here a sensible suggestion will be provided The indication of the group number is obligatory in this case. |
| **Copy Agent** | Activate or deactivate the copy of agents |
| **Copy Skill Adjustment** | Activate or deactivate the copy of skill adjustment |
| **Copy Rules** | Activate or deactivate the copy of rules |
| **Copy Synonyms** | Activate or deactivate the copy of synonyms |
| **Copy Transaction Codes** | Activate or deactivate the copy of transaction codes |

After entry click on **Save**. The view switches to the **Edit** view, where you can configure further settings for the group