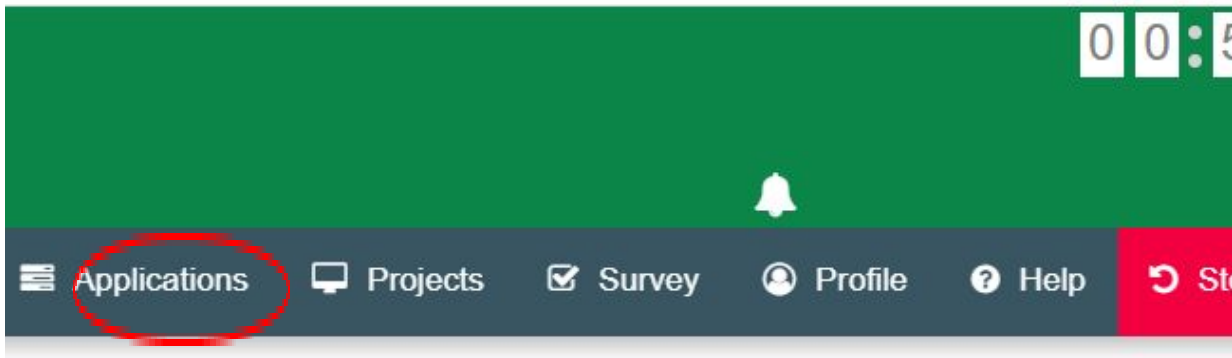




How to copy an application in ARENANet

Step 1: From the [ARENANet portal](#) select “Applications” from the banner located at the top right of the screen.



Step 2: Select the three vertical dots located to the left of the application you wish to copy.

Applications

This page shows all existing applications that have not yet been processed.

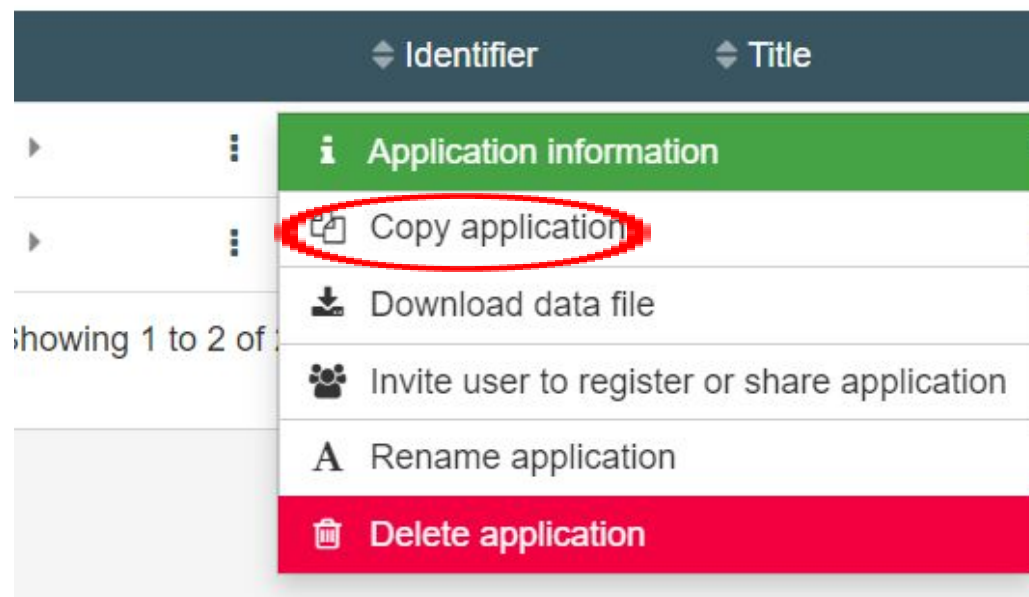
i Below are your applications. Click the link to open an existing applicati

[+ New application](#) [Upload application](#) [+ New form](#)

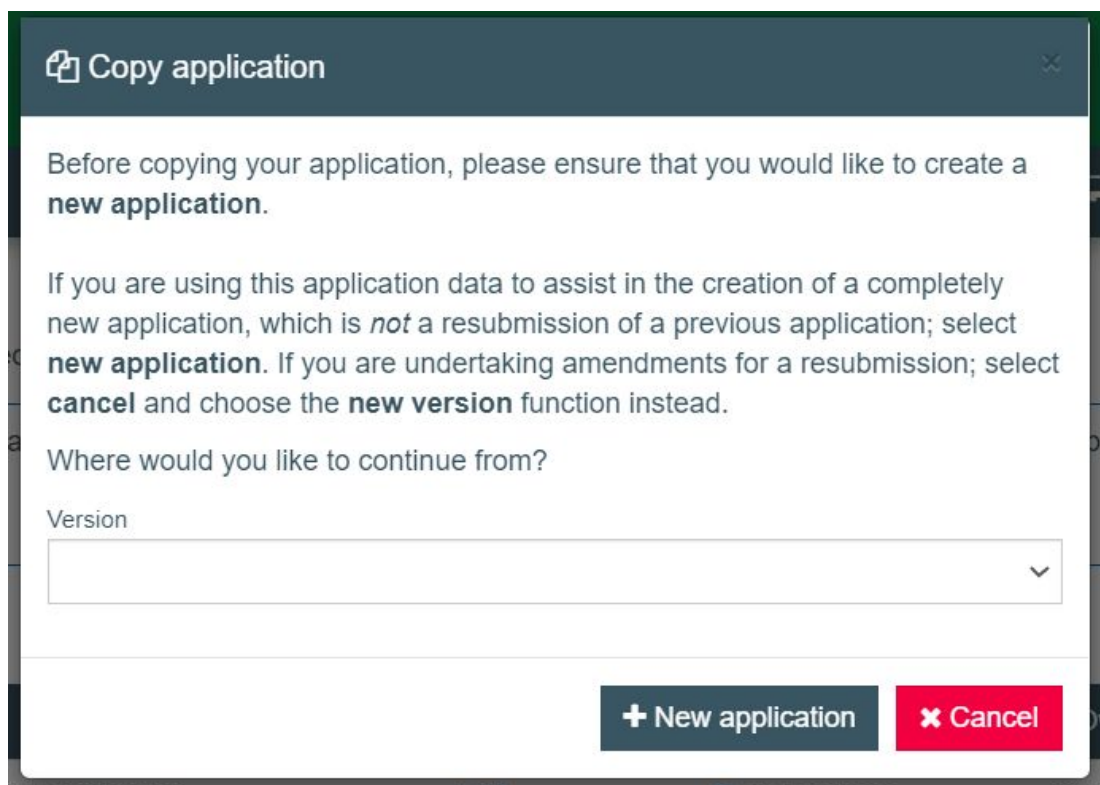
[Download](#) [Export CSV](#) Show entries

	Identifier	Title
	KM029	Future Fuels Fund - Round 1

Step 3: Select 'Copy application' from the displayed list.



Step 4: A pop up box will appear asking you to confirm that you wish to copy the application. Select which version of the application you would like to copy. If no version is selected, the application as it currently stands will be copied. Select 'New application.'



Step 5: A final confirmation box will appear. We recommend you amend the application title at this stage to assist you in identifying each application in the portal. Select 'New application'.

Copy application

You are about to copy the selected application. If you would like to continue, click the 'new application' button below. Please provide the new name below.

Application title
Future Fuels Fund - Round 1 application - Copy of KM029

Application comments

< Back + New application x Cancel

Version Status Ow

You will now see both applications in your applications list.

Applications

This page shows all existing applications that have not yet been processed.

Below are your applications. Click the link to open an existing application, use the 'New application' button to create a new application, or the 'Upload application' button to upload an application form.

+ New application

Upload application

+ New form

Download

Export CSV

Show 10 entries

	Identifier	Title
▶	KM030	Future Fuels Fund - Round 1 application - G
▶	KM029	Future Fuels Fund - Round 1 application