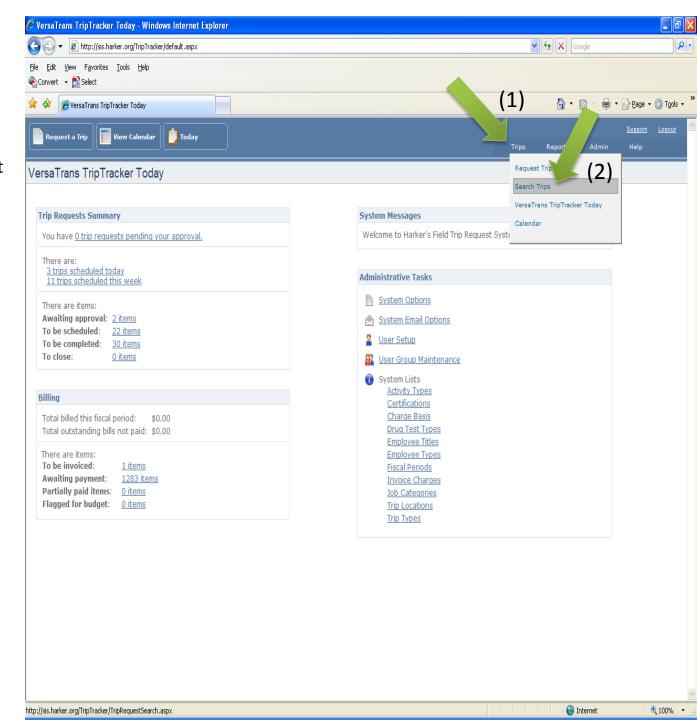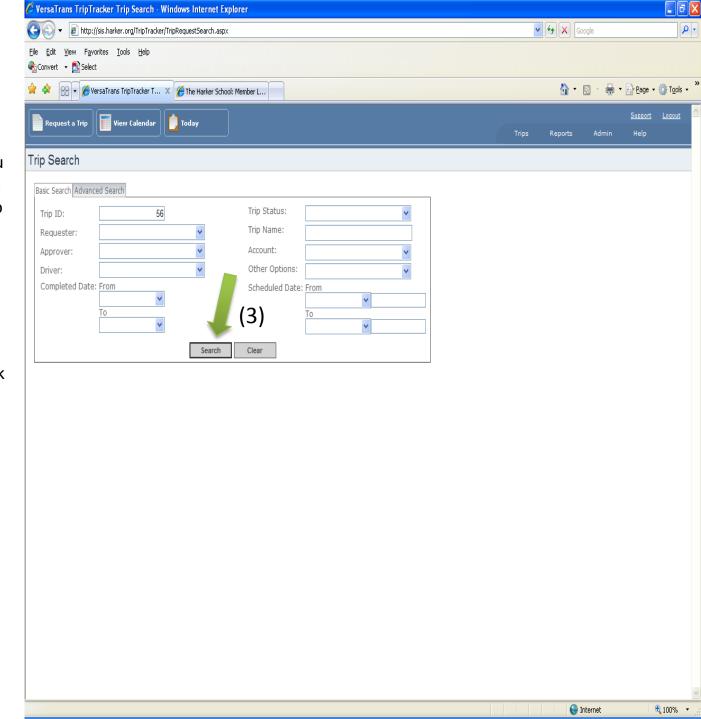# Cloning a Trip in VersaTrans TripTracker

To search for an old trip put your curser over Trips (1) located on the top right toolbar. Scroll down and click on Search Trips (2).

The *Trip Search* screen will come up. This is where you can search by the *Trip ID #, Requester* (the person who originally requested the trip), *Trip Name*, or even the *Scheduled Dates* (trips original dates).
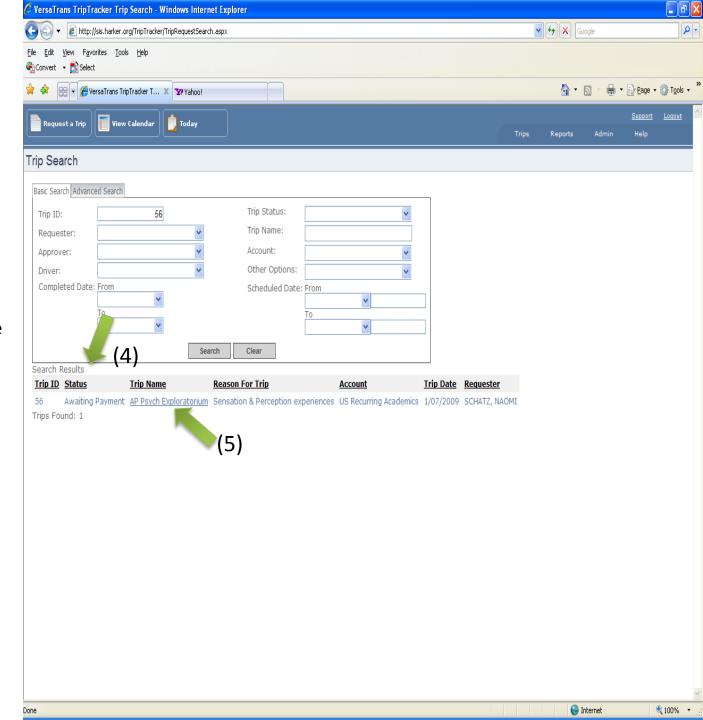
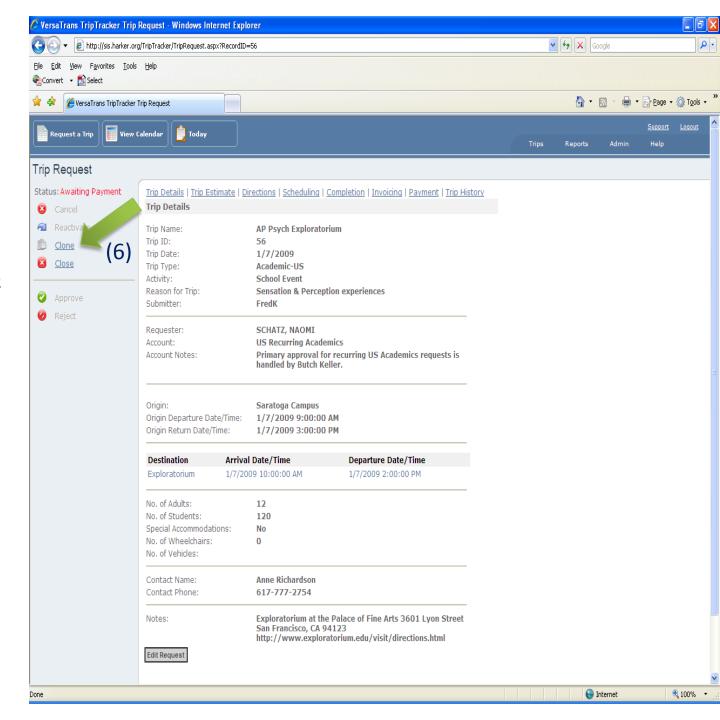Once the information for the old trip is entered, click Search (3).

All of the search findings will be listed under Search Results (4) located at the bottom of the page. Click on the trip to view details (5).

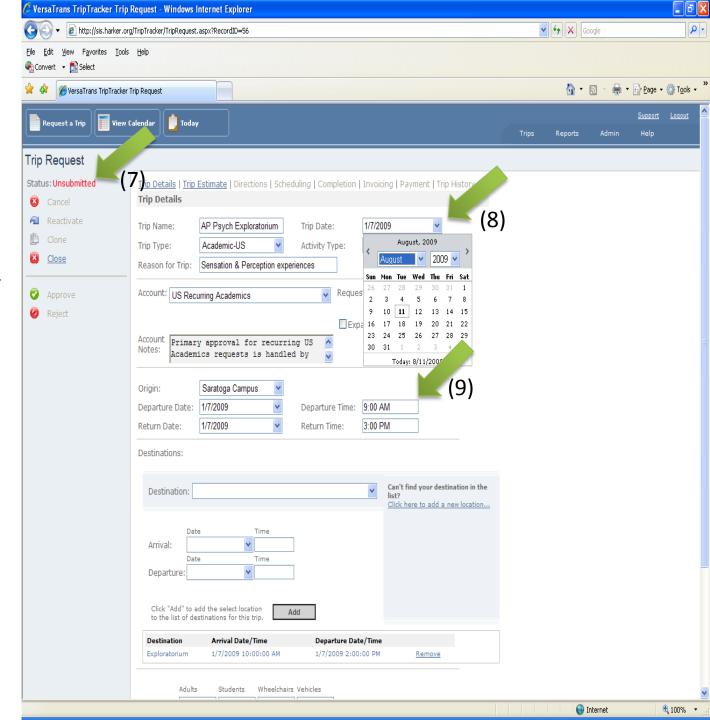Since I entered only the Trip ID, there was only one trip found.

Once you have located an old trip you will see the **Clone** (6) button located on the left toolbar under Trip Request. Click the **Clone** button to duplicate trip.
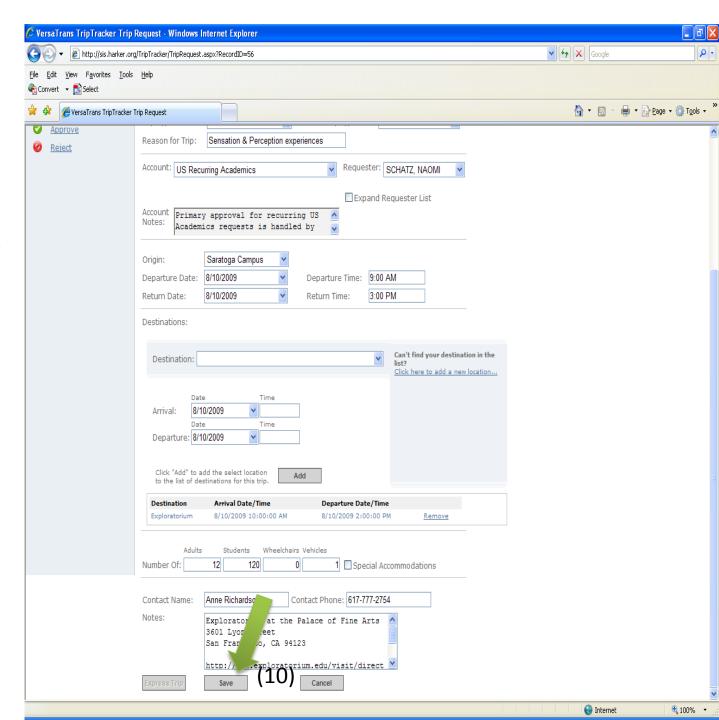
Then look under *Trip Request* on the left toolbar you will see *Status: Unsubmitted* (7). You can now edit the trip. Start by changing the date in the *Trip Date* field (8).

Once the date is changed in the *Trip Date* field, the rest of the dates will automatically change as well.

You can also change the times of your trip in this screen (9).

Once changes are made hit the [Save] (10) button located at he bottom of the page (this step should take about 30 seconds to complete).
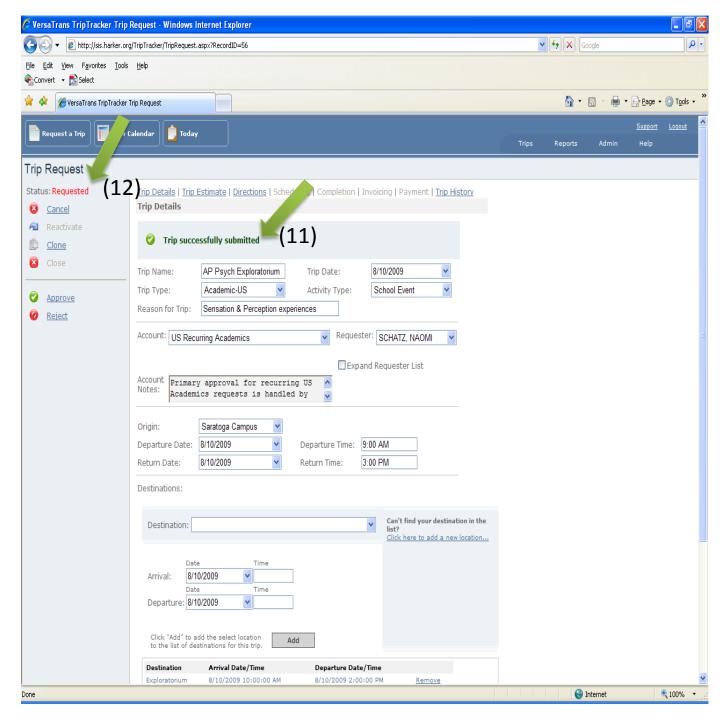
Once trip has been saved you will see

✅ *Trip Successfully Submitted* (11). Notice under *Trip Request* located in the left toolbar, the status has changed to *Requested* (12).

Your trip has now been saved with the changes made and is in the system.

You will receive the normal confirming emails.

To see the details of your new trip click Trip Details (13). This will show you all of the new information you entered in your cloned trip.