ESP+

What's New > Collections > Duplicate a Collection

Duplicate a Collection

2024-10-21 - Hope, D - Collections

A collection is a group of products which can be used in a presentation or just saved for later. When creating collections in ESP+, you may need to copy a collection. Rather than adding the products individually from one collection to another, you can duplicate the collection.

In ESP+ click the Collections tab at the top of the screen.

Collections	Presentations	Projects	CRM	Websites	?	4	€

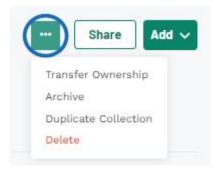
The 5 most recent collections will display. Click on the collection you want to duplicate. If you do not see the collection, click All Collections.

Qs	earch Collections			
Recent	Collections			
Ŷ	Miscellaneous Products 14 products			
1	Apparel Collection 58 products			
	Made In USA Shirts 24 products			
1	Pens 3 products			
	Product No Longer Available Test			

Locate the collection on the page or use the search bar to search the collection name, then click on the collection.

Collections Filter	
All Collections Owned by Me Shared	with me Archived
	•
Clobal Vriting Instruments Image: Clobal Image: Clobal <th>Example Collection</th>	Example Collection

Click on the 3-dot icon in the top and click the Duplicate Collection button.



Enter a title for the collection, then use the icon drop-down to select a custom image and enter a description if desired. When you are finished, click on the Create New Collection button.

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Example Collection	
llection Description	
This is an example of a collection description.	