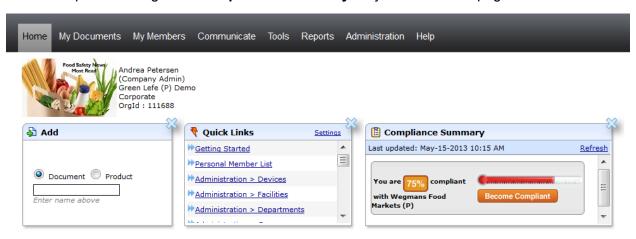
Copy Product Specification Data

Get Data

Use the **Get Data** button to import existing product specification data into a newly opened specification request from the same customer. Copy an existing specification into a new product specification and make changes as needed prior to submitting the new specification.

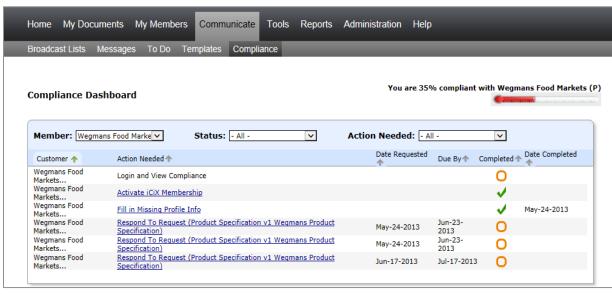
Access requests through the **Compliance Summary** on your icix **Home** page.



1. Click **Become Compliant** in the **Compliance Summary** box.

The Product Specification Request is listed in the Compliance Dashboard.

2. Click on the blue link, Respond to Request, to Take Action on the request.



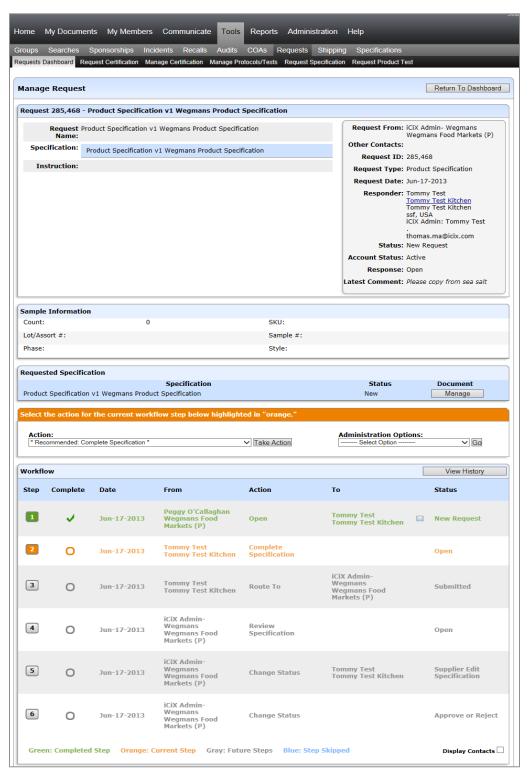
The **orange circle** shows action is required.

The **Date Requested** indicates which link to select.

6

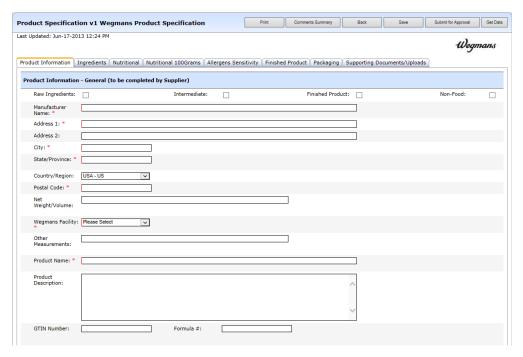
The **Manage Request** screen opens. Scroll to the orange section to **Complete Specification.**

3. Click the Take Action button, next *Recommended Complete Specification*



The **Product Specification** screen opens.

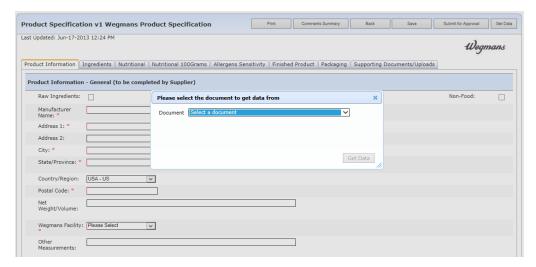
4. Click the **Get Data** button in the upper right corner.



5. In the pop up box, **Please select the document to get data from**, click the **down arrow** to open the drop-down menu.



6. Select the product specification to be copied and click Get Data.



6

The blank product specification populates with **all** data from the copied specification.

7. Make all necessary changes to the new product specification prior to clicking **Submit for Approval**.

