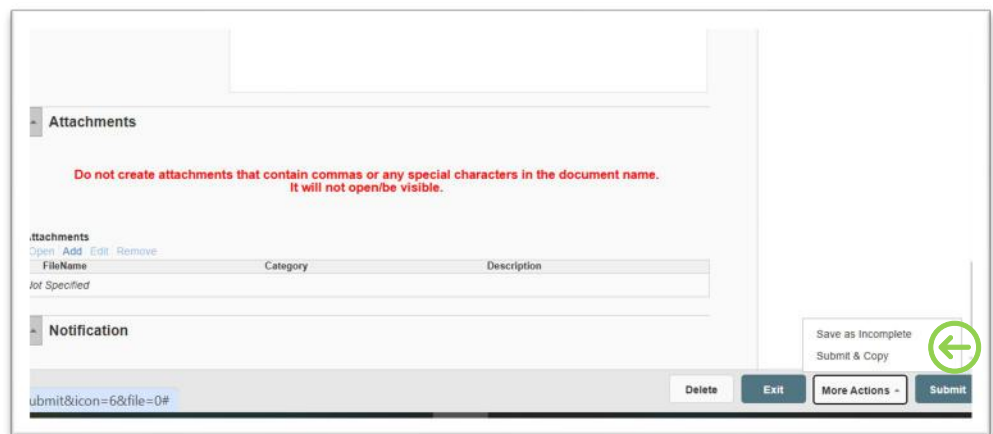# How to Submit and Copy an Event

There may be a case where you need to enter two events that share some of the same information. In that case, you can use the "Submit & Copy" option. This could happen if you have a resident-to-resident altercation or have a medication error that reached more than one resident. In the case below, we have a fall that is being reported. In the process of investigating the fall, we came upon a related environmental concern. So, we are entering the fall first, and then copying it to an Environment Event that we'll complete second.

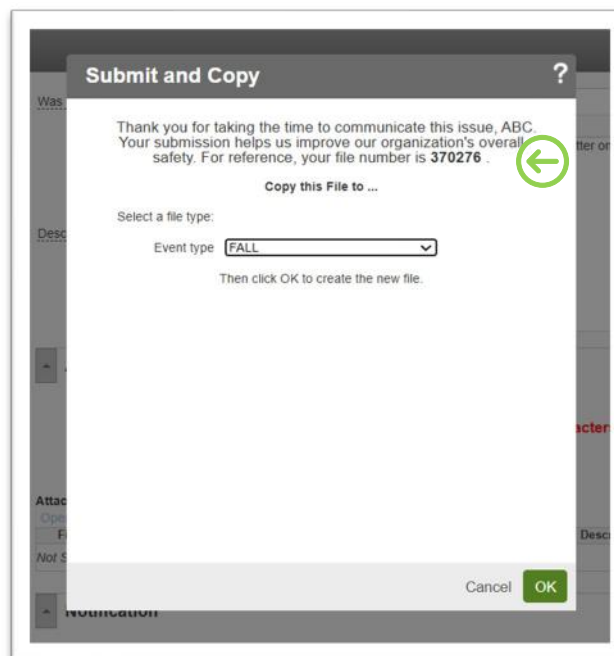|	
Complete all mandatory fields on the first form you would like to enter. From "More Actions," select "Submit & Copy"	
The dialog box to the right will appear. The first paragraph says the first event has been submitted and gives the file id #	

In the event type box, select the second form type you would like to submit. Click "ok"	**Submit and Copy** ? Thank you for taking the time to communicate this issue, ABC. Your submission helps us improve our organization's overall safety. For reference, your file number is **370276** . **Copy this File to …** Select a file type: Event type [ENVIRONMENT ▼] ⬅ Then click OK to create the new file. Cancel OK
Complete the second form by editing information that has been copied over. Click "Submit"	