# Copy an Asset

1. **Navigation:** Main Menu > Asset Management > Asset Transactions > Owned Assets > Copy Existing Asset



1. **Enter**: Business Unit, asset ID to be copied from, then Search. The Copy Asset page is displayed.



1. Enter the number of copies you want to make in the 'Num of Asset Copies to create’ field. Click ‘Create Assets’.



1. For each new copied asset, enter an asset ID, Description and Serial ID.



1. Click the Save button to save the page.