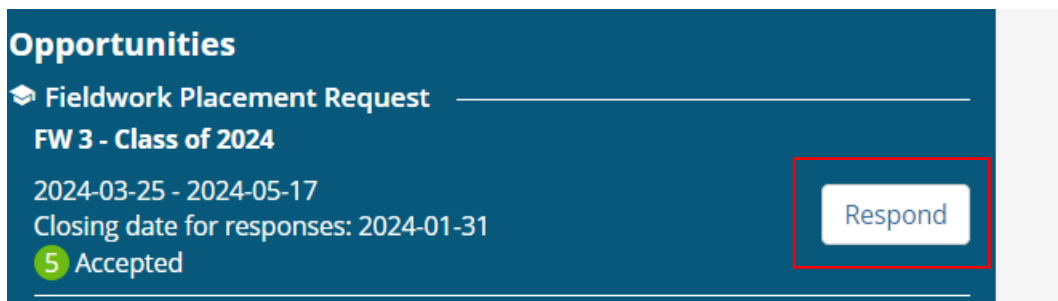


Copying or Re-using Previously submitted Opportunities in InPlace – Updated February 6

InPlace has made a feature where you are now able to copy previous fieldwork offers that you submitted using Opportunities. *Opportunities is used to submit offers for Fieldwork 2, 3, and 4.

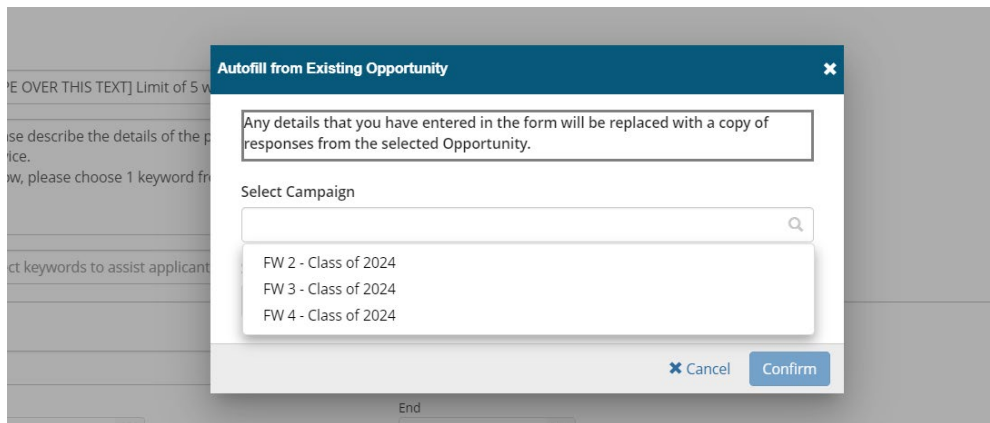
1. Login to InPlace and look for the fieldwork placement request that you wish to respond to. Click “Respond”.



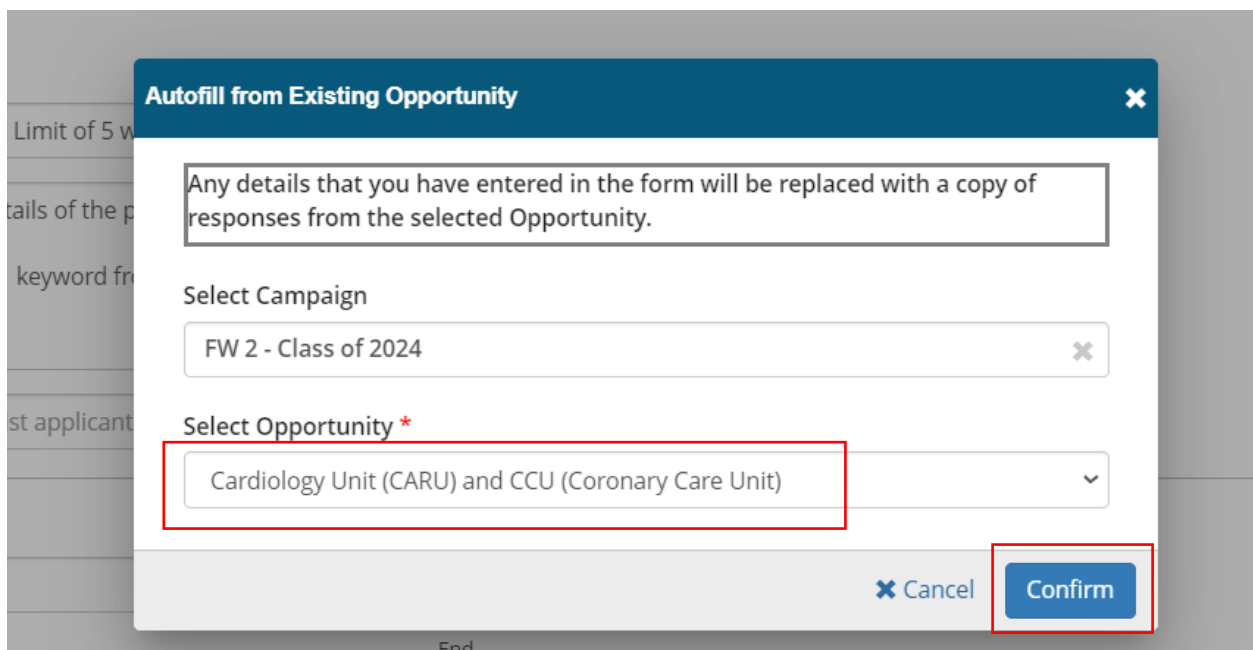
2. At the top right of the template, you will see a button called “Autofill from Existing Opportunity”. Click that button.

A screenshot of the 'Add Fieldwork Placement for FW 3 - Class of 2024' form. The header is dark blue with a 'Back' link on the left and the title 'Add Fieldwork Placement for FW 3 - Class of 2024' in the center. A red rectangular box highlights a button labeled 'Autofill from Existing Opportunity' in the top right corner. Below the header, the section 'Fieldwork Placement Overview' contains three fields: 'Name' with a text input and a limit of 5 words, 'Description' with a text input and instructions to include a URL and keywords, and 'Keywords' with a text input and a search icon. The section 'Fieldwork Placement Details' is partially visible at the bottom.

3. A window will display which will allow you to select the fieldwork campaign from the dropdown menu that you would like to copy an offer from:



4. Select the fieldwork campaign, for example, FW 2 – Class of 2024. When you select the fieldwork campaign, a dropdown menu appears under **Select Opportunity**, which displays all of the past offers you have submitted for that fieldwork campaign (example FW 2 – Class of 2024). Select the offer that you would like to copy and click “Confirm”:



5. The previous offer that you submitted (example FW 2 – Class of 2024) will be displayed. You can edit the details of the offer and keywords, as you usually would when working from the blank Opportunities template.

6. Once all information is completed you can **Save** or **Save as Draft** to return later. Click **Submit** when you are finished.

The screenshot shows a web application interface for managing fieldwork opportunities. A modal dialog titled "Copy Opportunity" is open, prompting the user to "Select a Campaign to clone your Opportunity in." The dialog contains a search bar and a list of two campaigns: "FW 3 - Class of 2024" and "FW 4 - Class of 2024". A red arrow points to the first campaign. At the bottom of the dialog, there are "Cancel" and "Confirm" buttons, with the "Confirm" button highlighted by a red box. The background shows a sidebar with "Details" and "Applications (15)" tabs, and a main content area with a "Fieldwork Placement Overview" section.

*If you need assistance with this process, contact Sonia Mistry: ot.fieldworkadmin@utoronto.ca .