

**University of Wisconsin  
Grants Project  
Desk Reference**  
*Madison \* Milwaukee \* Extension*

## **WISPER – Copy a Record**

WISPER allows the easy duplication of records via the Copy function. The copy button is located on the last column of the search results and will copy all core data from the selected record. Copy could be used for resubmissions, supplements, or frequent submissions to the same agency. Not all data will be copied: dates, submission instructions, compliance responses budget details, approvals and attachments will not be copied as they will unlikely be the same across a number of submissions.

WISPER users will only be able to view and copy records for which they have security access. Those records in a “1-On Campus” status are not able to be found by users who are not participants on them.

### **I. Login and Search:**

1. Navigate to the WISPER login page via <http://www.rsp.wisc.edu/WISPER>, select the Log in to WISPER button, then enter your netID and password.
2. Proceed to the WISPER search page (UW WISPER > Search).
3. Locate the record that is to be copied. WISPER provides many search fields by which to search for an existing record. Wildcards, such as “%” or “\*” are not necessary as WISPER searches all records that contains the text you have typed.

### **II. Copy:**

1. Scroll to the last column on the right and click the “Copy record” button for your record.
2. A screen will launch confirm the copy the selected record. Click “Yes” to proceed.
3. A duplicate record General page will open with all core data copied from the previous record. Note the new WISPER ID. To proceed further, use the appropriate Create Desk Reference (see step 3 on the Create Desk Reference).

<u>Owner</u>	<u>Proposal Type</u>	<u>Sponsor Reference Number</u>	<u>Copy WISPER Document</u>
GRAY,STEPHANIE L	New		Copy MSN116666
KALVIN,JANICE HEISZ	New		Copy MSN116667
GRAY,STEPHANIE L	New		Copy MSN116668