



INDITION COMMERCE

Class Mass Duplicate — User Manual

How to repeat a class on a schedule, add more dates to a class, and copy a single sub-product, step by step.

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Before you start

- A **class** is a product of the Classes (education) type. Each of its **sub-products** is one sitting of the class, with a date, a start and end time, a location and a number of seats.
- Mass Duplicate Class makes **new classes**. Mass Duplicate makes **new sub-products inside the same class**. Duplicate Class makes **one copy** of a sub-product.
- Everything you create can be edited or deleted afterwards like any class or sub-product.

Repeat a whole class: Mass Duplicate Class

1. Go to **Classes** and open the class.
2. Click **Actions** and choose **Mass Duplicate Class**. If the menu does not open, click Actions again.
3. Set the repeat rule (see "Setting the repeat rule" below).
4. Choose how the series ends: **After** a number of classes, or **On** an end date.
5. Read the line under Ends. It says where the series starts: after the latest date among the class's sub-products, or today if that date has passed.
6. Hover or tab to the **?** beside Repeat every and check the description.
7. Click **Create Classes**.
8. If a list of clashes appears, read it and click **Go Back** to change the rule, or **Create Anyway**.
9. The dialog lists every class it created with its date. Click a class to open it, or **Close**.

Each new class keeps the class's name, status, availability dates, stores and gallery. Its address (alias) is made unique automatically. Every one of the class's sub-products is copied onto the new date at its own time and location.

Add dates to a class: Mass Duplicate on a sub-product

1. Open the class, go to **Sub products**, and open the sub-product you want to repeat.
2. Click **Actions** and choose **Mass Duplicate**. The item appears only when the sub-product has a date.
3. Set the repeat rule and how it ends, check the **?** description, and click **Create Classes**.
4. The new sub-products are added to the same class. Each starts after this sub-product's date, at the same time and location.

Copy one sub-product: Duplicate Class

1. Open the sub-product.
2. Click **Actions** and choose **Duplicate Class** (on other product types the item is called **Duplicate Sub-product**).
3. Enter a **New SKU**. It must be unique for the vendor and at most 32 characters.

4. Click **Duplicate**. The copy opens, ready to edit.

The copy has the same date, time, location, prices and total seats. Reserved seats start at 0, and the item number is left empty.

Setting the repeat rule

Repeat every

Enter a number from 1 to 99 and choose **day(s)**, **week(s)** or **month(s)**.

Weekly

Tick the days of the week the class runs. "Every 1 week on Tuesday and Thursday" makes two classes a week.

Monthly

Under **Repeat monthly on**, choose one of two kinds. One rule uses one kind only.

CHOICE	EACH ROW READS	EXAMPLE
Dates of every month	The [day] th	The 15th and the 30th
Weekdays of every month	The [first / second / third / fourth / last] [weekday]	The fourth Thursday and the last Friday

- Click **Add another date** or **Add another weekday** for more rows, and the **x** beside a row to remove it.
- A month without the date you chose, such as the 31st in April, uses its last day.
- Two rows that fall on the same date in a month make one class.

Daily

Every N days, counted from the start date.

Ends

CHOICE	MEANING
After N classes	Exactly N new classes or sub-products
On a date	Every date of the rule up to and including that date

A series must end, so one of the two is always required.

Reading the ? tooltip

The tooltip updates as you change the rule. For example:

Every month on the fourth Tuesday and the last Thursday, starting with the first of these dates after 12/05/2026. 6 new classes will be created.

If something is missing, it begins with what to fill in, such as "Choose at least one day of the week."

Start dates

SITUATION	FIRST NEW DATE
Mass Duplicate Class	The first date of the rule after the latest date among the class's sub-products
Mass Duplicate on a sub-product	The first date of the rule after that sub-product's date
That date has passed	The first date of the rule from today, today included

Clashes

Two sub-products that start at the same time on the same date are a clash.

- Mass Duplicate Class warns when two of the class's sub-products start at the same time, because every new class would put them on the same date.
- Mass Duplicate warns when a new date at this start time is already taken by another sub-product of the class.

Nothing is created until you choose **Create Anyway**.

SKUs

Mass duplicates get the source SKU followed by the date, for example `class101-20261224`. The source part is shortened so the whole SKU fits in 32 characters. If that SKU is already taken, `-2` is added, then `-3`, and so on.

Multi-session classes

When a class meets on several dates, every session moves by the same number of days as the first. Times stay the same, and the "available until" cutoff stays on the same session.

Things to check afterwards

- The class description is copied as it is. If it mentions a date, edit it on each new class.
- The storefront class calendar shows classes as far ahead as its widget is set to.
- Reserved seats start at 0 on every copy, whatever the source had.