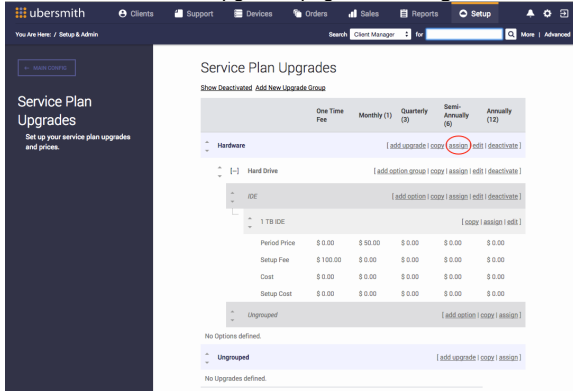


# Managing Service Plan Upgrades

Once you have [created your service plan upgrades](#), you can perform various actions on them.

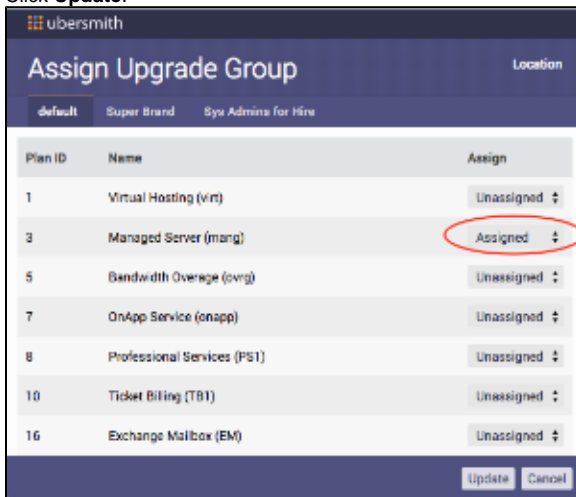
## Assigning a Service Plan Upgrade Group, Upgrade Option Group or Option to a Service Plan

1. From the *Service Plan Upgrades* page, click **assign**.



The *Assign* page appears.

2. In the *Assign* column for the service plan you want to assign the upgrade item to, select **Assigned**.
3. Click **Update**.



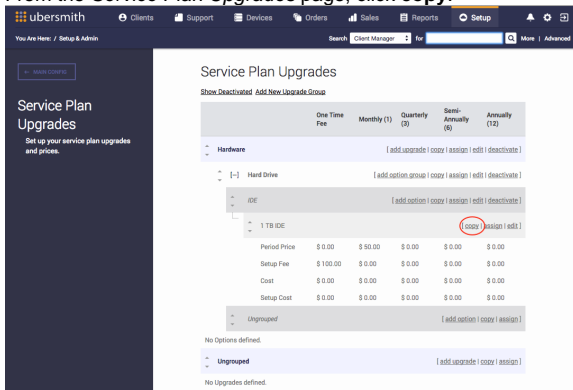
On this page:

On this page:

- [Assigning a Service Plan Upgrade Group, Upgrade Option Group or Option to a Service Plan](#)
- [Copying a Service Plan Upgrade Group, Upgrade Option Group or Option](#)
- [Editing a Service Plan Upgrade Group, Upgrade Option Group or Option](#)
- [Deactivating a Service Plan Upgrade Group, Upgrade Option Group or Option](#)
- [Activating a Service Plan Upgrade Group, Upgrade Option Group or Option](#)
- [Reordering a Service Plan Upgrade Group, Upgrade Option Group or Option](#)
- [Related Topics](#)

## Copying a Service Plan Upgrade Group, Upgrade Option Group or Option

1. From the *Service Plan Upgrades* page, click **copy**.



The Duplicate Option page appears.

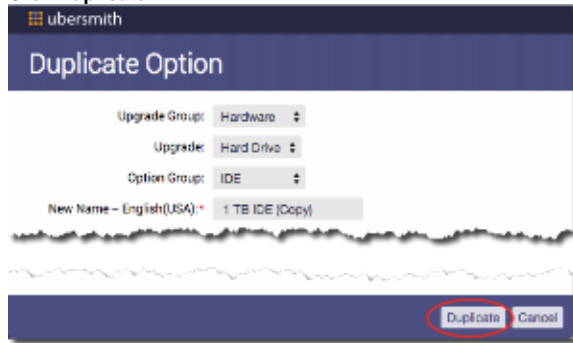
2. Select one or more different fields to copy the selected upgrade item to.  
In the **Upgrade Group** field, select the desired upgrade group to copy this upgrade item to, if

desired.

In the **Upgrade** field, select the desired upgrade to copy this upgrade item to, if desired.

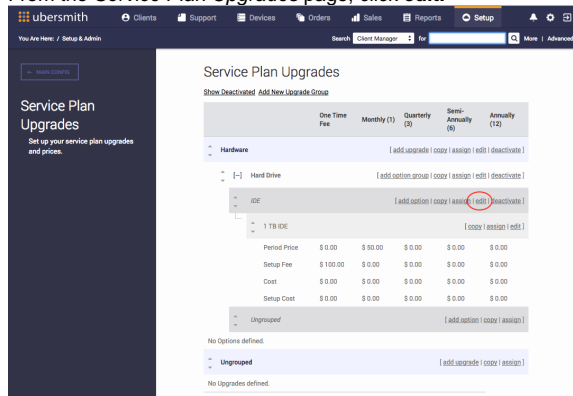
In the **Option Group**, select the desired option group to copy this upgrade item to.

3. In the **New Name** field, enter the name of the copied upgrade.
4. Click **Duplicate**.



## Editing a Service Plan Upgrade Group, Upgrade Option Group or Option

1. From the *Service Plan Upgrades* page, click **edit**.



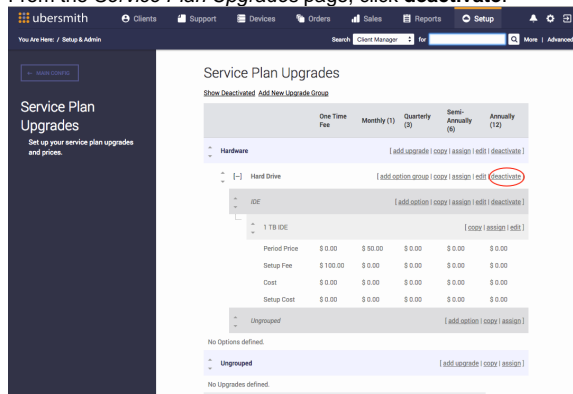
The *Edit* page appears.

2. Make any necessary changes.
3. Click Update.

## Deactivating a Service Plan Upgrade Group, Upgrade Option Group or Option

Deactivating an upgrade item does not remove it from any services already using it, but it does remove the upgrade item from being able to be chosen from the Add or Edit Service pages from the point of deactivation.

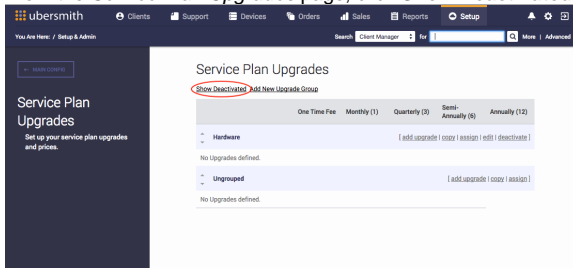
1. From the *Service Plan Upgrades* page, click **deactivate**.



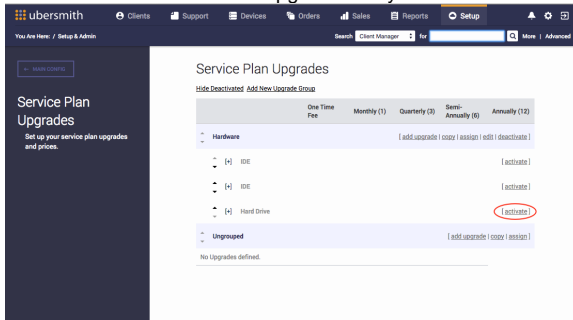
The upgrade item is hidden from the *Service Plan Upgrades* page.

## Activating a Service Plan Upgrade Group, Upgrade Option Group or Option

1. From the *Service Plan Upgrades* page, click **Show Deactivated**.

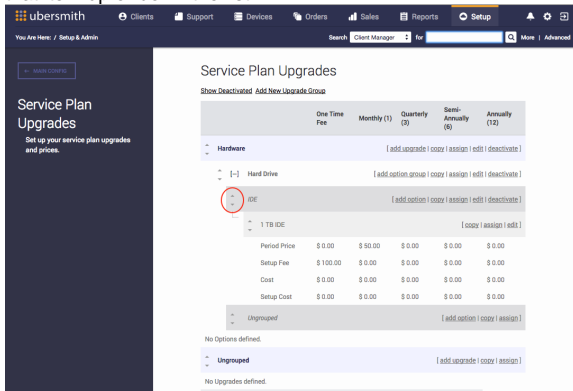


2. Click **activate** for the service upgrade item you want to activate.



## Reordering a Service Plan Upgrade Group, Upgrade Option Group or Option

1. From the *Service Plan Upgrades* page, click the **up** or **down** arrow of an upgrade item to move that item up or down the list.



## Related Topics

[Adding Service Plan Upgrades](#)

[Adding Service Plans](#)

[Managing Service Plans](#)

[Adding Services](#)

[Managing Services](#)