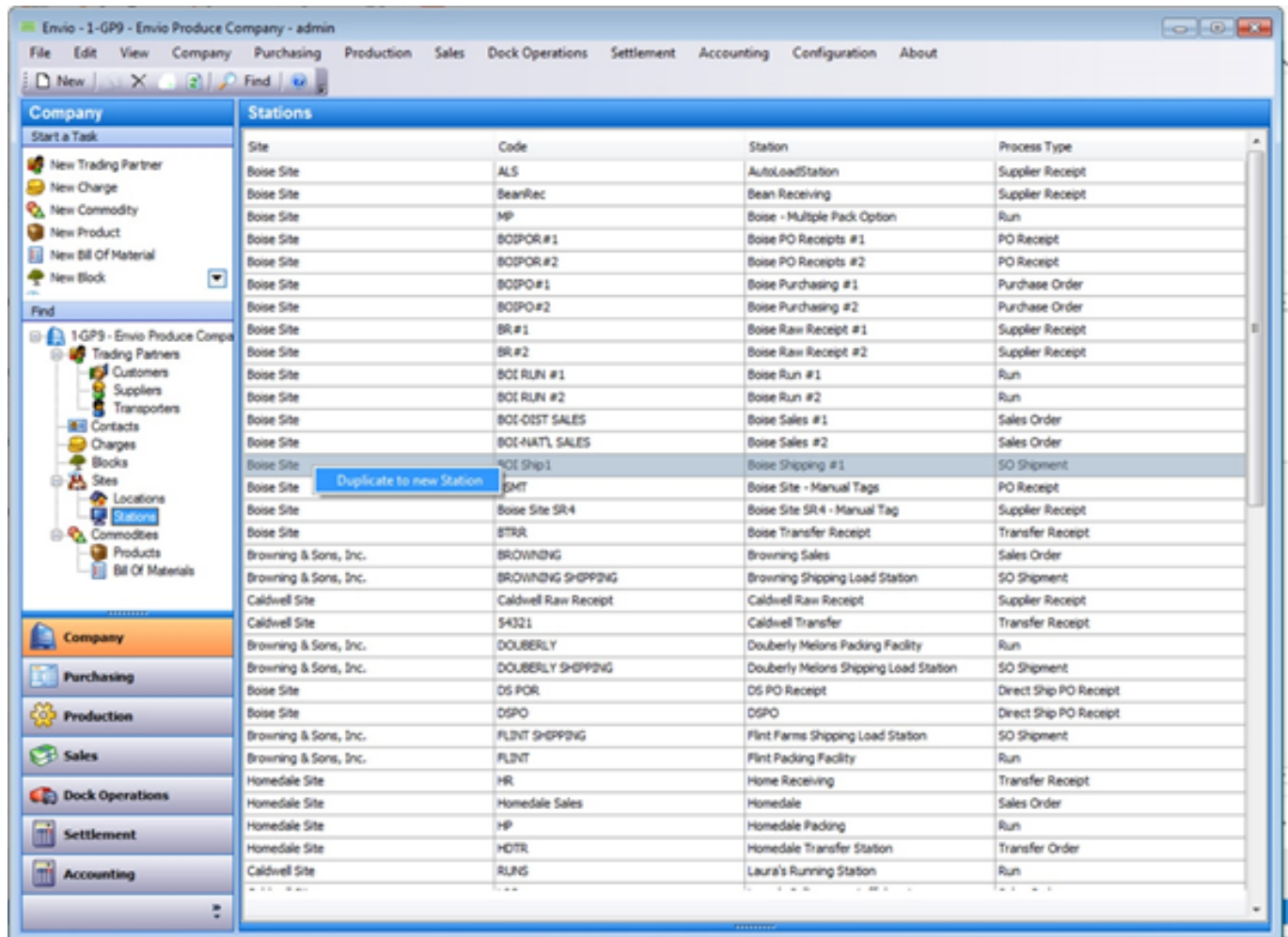


# Company

## Duplicate a Station

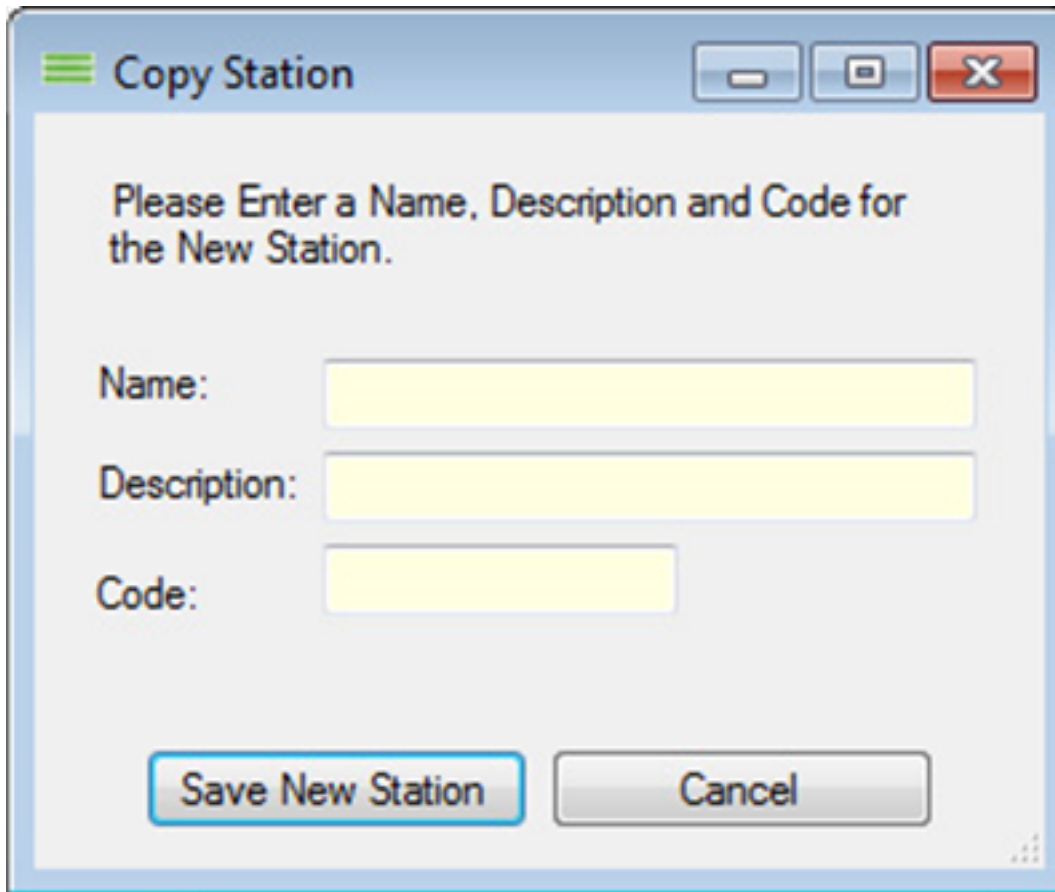
Any user with the Station Option on the Company Navigation group may duplicate a station. If you are allowed to add or modify stations, you may also duplicate stations.

1. Click on the Company Navigation Group
2. Double click on Stations. A list of stations will populate in the grid.
3. Right click on the station you wish to duplicate



4. Click **Duplicate to new Station**
5. A pop-up window opens and requests Name, Description, and Code.
6. Fill out the information and Click on Save New Station (It must be a unique name and code.)

# Company



**Copy Station**

Please Enter a Name, Description and Code for the New Station.

Name:

Description:

Code:

**Save New Station** **Cancel**

7. Edit any information about the station once it is created to make it unique.

Unique solution ID: #1057

Author: Melanie Jones

Last update: 2017-05-04 23:29