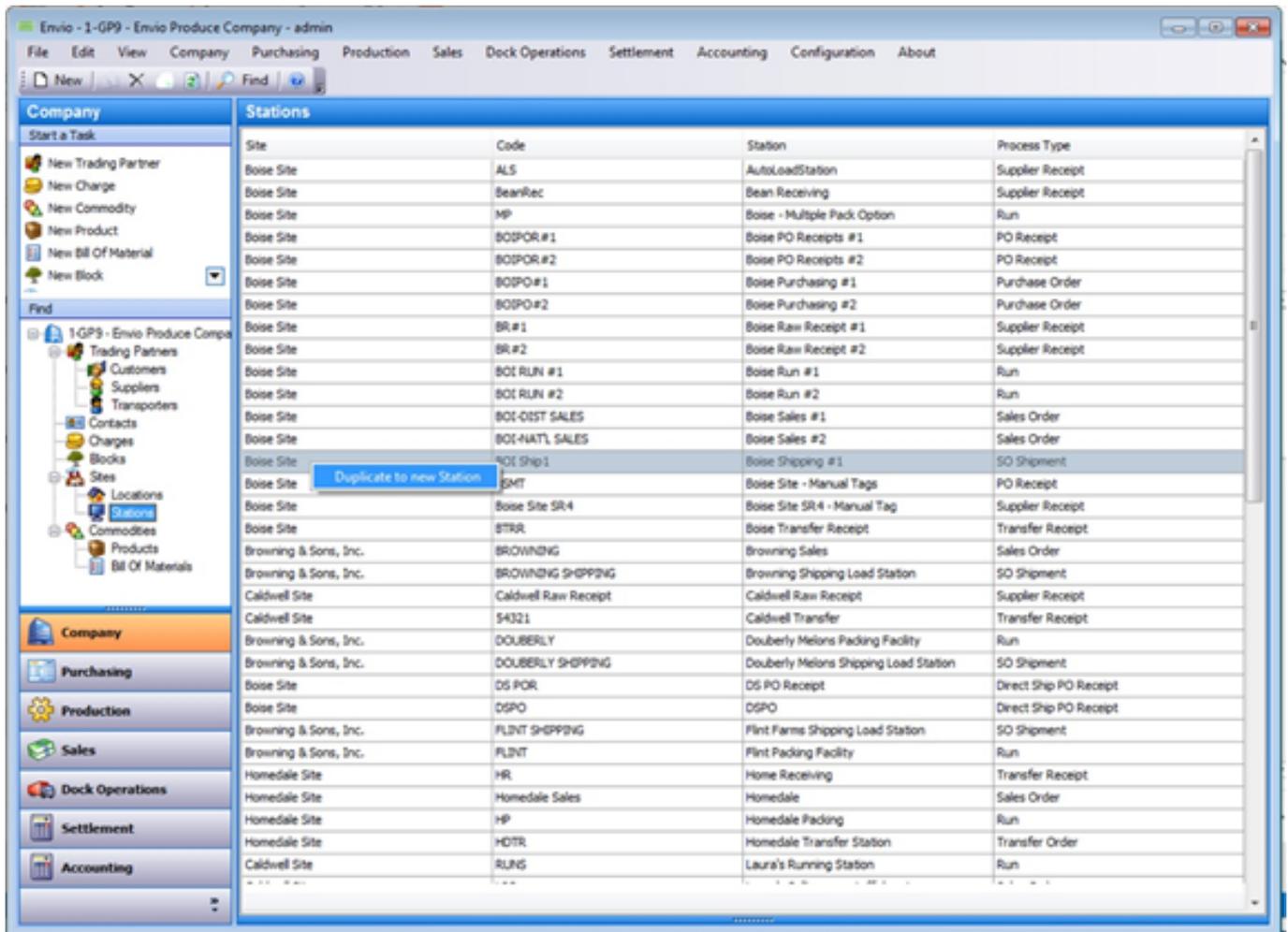


Company

Duplicate a Station

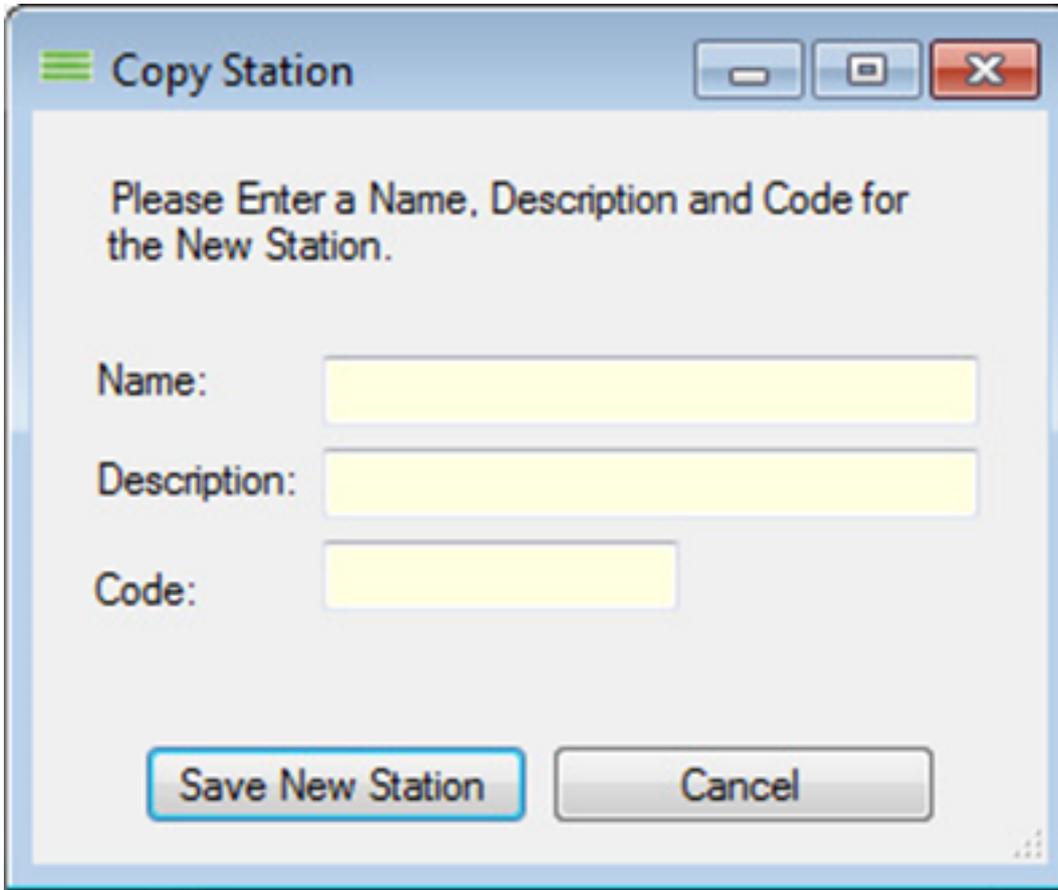
Any user with the Station Option on the Company Navigation group may duplicate a station. If you are allowed to add or modify stations, you may also duplicate stations.

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



The image shows a software dialog box titled "Copy Station". At the top left is a hamburger menu icon. To the right are three window control buttons: minimize, maximize, and close. The main text inside the dialog reads: "Please Enter a Name, Description and Code for the New Station." Below this text are three input fields: "Name:", "Description:", and "Code:". Each field is currently empty and highlighted in yellow. At the bottom of the dialog are two buttons: "Save New Station" (highlighted with a blue border) and "Cancel".

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

Unique solution ID: #1057
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