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

le Edit View Compan	y Purchasing Production Sales	Dock Operations Settlement Acco	ounting Configuration About		
New New New	Find w				
ompany	Stations				
tart a Task	Site	Code	Station	Process Type	
New Trading Partner	Boise Site	ALS	AutoLoadStation	Suppler Receipt	
New Charge	Boise Site	BearRec	Sean Receiving	Suppler Receipt	
New Commodity	Boise Site	MP	Boise - Multiple Pack Option	Run	
New Product	Boise Site	800POR#1	Boise PO Receipts #1	PO Receipt	
New Bill Of Material	Boise Site	80IPOR#2	Boise PO Receipts #2	PO Receipt	
New Block	Boise Site	80IPO#1	Boise Purchasing #1	Purchase Order	
ind	Boise Site	80IP0#2	Boise Purchasing #2	Purchase Order	
1000 Emis Beduce Core	Boise Site	88#1	Boise Raw Receipt #1	Supplier Receipt	
Indra Patners	Boise Site	88,#2	Boise Raw Receipt #2	Suppler Receipt	
- Outomers	Boise Site	801 RUN #1	Boise Run #1	Run	
-Supplers	Boise Site	BOERUN #2	Boise Run #2	Run	
Transporters	Boise Site	BOL-DIST SALES	Boise Sales #1	Sales Order	
- Charges	Boise Site	BOC-NAT'L SALES	Boise Sales #2	Sales Order	
- Blocks	Boise Site	ACE Ship 1	Boise Shipping #1	SO Shipment	
Kes Stes Connotice Connotice Connotice Go Connotice Bil Of Materials	Boise Site Duplicate to new Static	EMT .	Boise Site - Manual Tags	PO Receipt	
	Boise Site	Boise Site SR4	Boise Site SR4 - Manual Tag	Supplier Receipt	
	Boise Site	87RR	Boise Transfer Receipt	Transfer Receipt	
	Browning & Sons, Inc.	BROWNING	Browning Sales	Sales Order	
	Browning & Sons, Inc.	SROWNING SHIPPING	Browning Shipping Load Station	SO Shipment	
	Caldwell Site	Caldwell Raw Receipt	Caldwell Raw Receipt	Supplier Receipt	
Company	Caldwell Site	54321	Caldwell Transfer	Transfer Receipt	
	Browning & Sons, Inc.	DOUBERLY	Douberly Melons Packing Facility	Run	
Purchasing	Browning & Sons, Inc.	DOUBERLY SHEPPING	Douberly Melons Shipping Load Station	50 Shipment	
	Boise Site	DS POR	DS PO Receipt	Direct Ship PO Receipt	
Production	Boise Site	DSPO	DSPO	Direct Ship PO Receipt	
	Browning & Sons, Inc.	FLINT SHIPPING	Fint Farms Shipping Load Station	SO Shipment	
🗇 Sales	Browning & Sons, Inc.	PLINT	Fint Packing Facility	Run	
Dock Operations	Homedale Site	HR	Home Receiving	Transfer Receipt	
	Homedale Site	Homedale Sales	Homedale	Sales Order	
Settlement	Homedale Site	HP	Homedale Packing	Run	
	Homedale Site	HOTR	Homedale Transfer Station	Transfer Order	
	Caldwell Site	81.845	Laura's Running Station	R.O.	

4. Click Duplicate to new Station

5. A pop-up window opens and requests Name, Desciption, 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, I the New Station.	Description and Code for
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