

Copy Store

Here are the steps on how to create a Store record copy:

This feature is used to create a copy of an existing store record to a new location.

1. In Store menu, Maintenance area click **Copy Store**
2. The **Copy Store** screen should display.

Copy Store

Copy Store Close

Details

From Store 101 To Location Indianapolis Geneva

Files to Process

Department Master Records	<input checked="" type="checkbox"/>
Tax File Records	<input checked="" type="checkbox"/>
Method of Payment Records	<input checked="" type="checkbox"/>
Vendor Department Cross-Reference	<input checked="" type="checkbox"/>
Setup Details	<input checked="" type="checkbox"/>
Rebates	<input checked="" type="checkbox"/>
Pump Items	<input checked="" type="checkbox"/>
Metrics	<input checked="" type="checkbox"/>
ATM Fund Setup	<input checked="" type="checkbox"/>
Change Fund Setup	<input checked="" type="checkbox"/>

Refresh

3. In **Copy Store** screen, enter the following details:
 - **From Store*** - Selected record will serve as a reference store. This is the record you want to copy.
 - **To Location*** - Select one or more locations to copy details to. The selected location/s will be the new **Description** or store name of the generated store records.
 - Here is the list of details you can copy to your new store record:
 - Department Master Records
 - Tax File Records
 - Method of Payment Records
 - Vendor Department Cross-Reference
 - Setup Details
 - Rebates
 - Pump Items
 - Metrics
 - ATM Fund Setup
 - Change Fund Setup
4. Click **Copy Store** button.
5. A message prompt will appear indicating the successful creation of store records.
6. Click **OK**.



Create

Successfully created new Stores and new Registers to use with them. Credentials for the new Registers, however, still need to be manually entered.



Verifying the created store records

After successful copy, the new store records should now display in the Stores search screen. To verify,

1. Go to Store menu click **Stores**
2. Check for the Description using the **To Location** you entered from the previous steps. Each represents as a separate store record.

