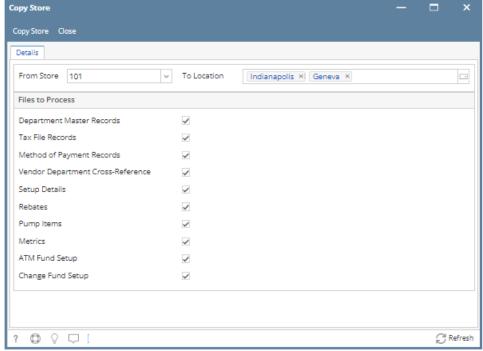
Copy Store

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.

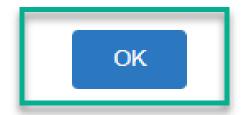


- 3. In Copy Store screen, enter the following details:
 - From Store* Selected record will serve as a reference store. This is the record you want to copy.
 - To Location* Select one or more locations to copy details to. The selected location/s will be the new **Description** or store name of the generated store records.
 - Here is the list of details you can copy to your new store record:
 - Department Master Records
 - Tax File Records
 - O Method of Payment Records
 - Vendor Department Cross-Reference
 - Setup Details
 - Rebates
 - Pump Items
 - Metrics
 - o 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.

