

How to Duplicate a Device

1. Open a device record.
2. On the Devices screen, click the **Duplicate** toolbar button. Take note that the Duplicate button is not visible in Customer Owned devices.

The screenshot shows the 'Devices' application window. The toolbar at the top includes buttons for 'New', 'Save', 'Search', 'Delete', 'Undo', 'Duplicate' (highlighted with a red box), 'Lease', 'Site', and 'Close'. The 'Details' tab is active, displaying a form with the following sections:

- General:** Device Type (Tank), Description (Tank 2), Ownership (Company Owned), Bulk Plant Number (0001 - Fort Wayne), Inventory Status (dropdown), Comment (Sample tank), Installed on Tank (dropdown), Regulator Type (dropdown), Lease Number (empty).
- Tank Info:** Tank Capacity (1,000.00), Tank Reserve (250.00), Tank Type (Propane), Est Gallons in Tank (0.00), Underground (checkbox).
- Asset Info:** Serial Number (Tank2120), Manufacturer ID (MN1234), Manufacturer Name (iRely), Manufactured Date (01/01/2015), Model Number (empty), Asset Number (empty), Purchase Price (100.00), Purchase Date (12/30/2015).
- Meter Info:** Meter Type (dropdown), Meter Cycle (0), Meter Status (dropdown), Meter Reading (0.00).

The status bar at the bottom shows 'Ready' and 'Page 1 of 1'.

3. A new device screen will open with the same device details. **Inventory Status** will have the 'In' value. The same serial number will also be displayed, only it has a dash with the sequential value.

The screenshot shows the 'Devices' application window after duplication. The 'Duplicate' button is now visible in the toolbar. The 'Details' tab is active, displaying a form with the following sections:

- General:** Device Type (Tank), Description (Tank 2), Ownership (Company Owned), Bulk Plant Number (0001 - Fort Wayne), Inventory Status (In), Comment (Sample tank), Installed on Tank (dropdown), Regulator Type (dropdown), Lease Number (empty).
- Tank Info:** Tank Capacity (1,000.00), Tank Reserve (250.00), Tank Type (Propane), Est Gallons in Tank (0.00), Underground (checkbox).
- Asset Info:** Serial Number (Tank2120-1, highlighted with a red box), Manufacturer ID (MN1234), Manufacturer Name (iRely), Manufactured Date (01/01/2015), Model Number (empty), Asset Number (empty), Purchase Price (100.00), Purchase Date (12/30/2015).
- Meter Info:** Meter Type (dropdown), Meter Cycle (0), Meter Status (dropdown), Meter Reading (0.00).

The status bar at the bottom shows 'Ready' and 'Page 1 of 2'.