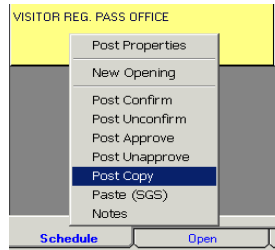


Copy & Paste Tour

1. Right-click on Post to copy
2. Select **Post Copy**
3. Right click again on the same Post
4. Select **Paste**
5. The **Tour Copier** displays



Tour Copier

1. Check or uncheck boxes beside Tour times to copy to other Post.
2. Choose **Customer, Location, and Post** from that you want to paste these Tours to.
Note: The new Post has to already be created.
3. Check or uncheck Future Weeks.
4. Click **Save**
5. Answer the question “**Are you sure?**”
 - a. **Yes** – will paste it to the customer selected
 - b. Just continue choosing Customer, Location and Post that you want to copy these same Tours to.
6. When finished, click **Exit**.

