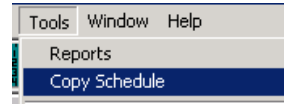


The new *Copy Schedule* function, available from the **Tools** menu, can copy a weekly schedule from one Customer, Location or Post to another Customer.

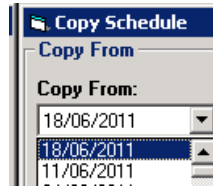
A screenshot of the 'Copy Schedule' dialog box. The dialog is split into two main sections: 'Copy From' and 'Copy To'.
In the 'Copy From' section:
- 'Copy From:' is a date dropdown menu set to '18/06/2011'.
- 'Source Customer:' is a text box with 'Select a Customer' and a dropdown arrow.
- 'Source Location:' is a dropdown menu.
- 'Source Post:' is a dropdown menu.
- There is a checked checkbox for 'Copy Temporary Tour/Shift'.
- A 'Look Up Source Schedule' button is at the bottom.
In the 'Copy To' section:
- 'Copy To:' is a date dropdown menu set to '18/06/2011'.
- 'Destination Customer:' is a text box with 'Select a Customer' and a dropdown arrow.
At the bottom left of the dialog, there is a 'Source Schedule' label.

The **Copy To** Customer will contain the specified Locations and Posts (names, addresses, attributes, fields, temporary/permanent tours/shifts (see Step 5 below), and sub-tables – all data except employees) of the Customer **Copied From**.

Note

Though a Location and a Post may have passed their End Dates, the *Copy Schedule* function will still copy the source location and post to the destination customer.

1. Select the week ending date you wish to copy from the list of week endings in the **Copy From** drop-down.

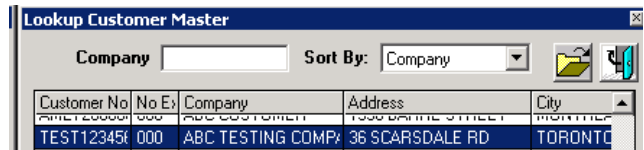
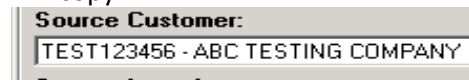


Note
The dates shown in the example are in the DD/MM/YYYY format. The date format for your system is specified in the Lookup Tab of the *Division Settings*.

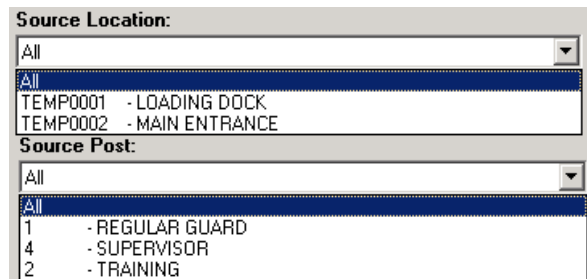
Note

If the week you wish to copy has already been archived, use the [De-archive Week](#) function (available from the **Week** menu) for the desired week.

2. Select the **Source Customer** from the *Lookup Customer Master* whose schedule you wish to copy.



3. You may copy a specific Location, or “All” Locations.
4. If you selected a specific Location, you may copy a specific Post or “All” Posts at that Location.



If you selected “All” Locations, you must copy “All” Posts at those Locations.



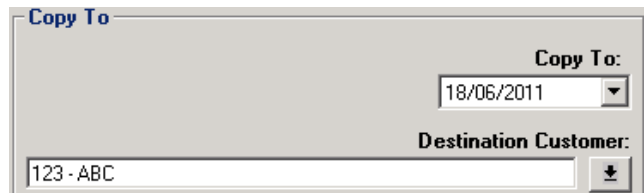
5. If you do not wish to copy over temporary tours/shifts, unset the flag.



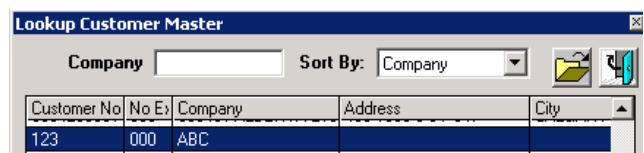
6. Select the week to **Copy To** from the drop-down.

Note

The week must already exist at the Destination in order to copy to it.



7. Select the **Destination Customer** from the *Lookup Customer Master*.




8. If you wish to review or edit the week before copying, click the button to display the **Source Schedule**.



Source Schedule																			
Tour	Location	Post	In	Out	P1	P2	P3	P4	P5	P6	P7	T1	T2	T3	T4	T5	T6	T7	Def.
<input checked="" type="checkbox"/>	LOADING DOCK	REGULAR GUA...	00:00	08:00	0	1	1	1	1	1	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	LOADING DOCK	REGULAR GUA...	08:00	16:00	0	1	1	1	1	1	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	LOADING DOCK	REGULAR GUA...	16:00	00:00	0	1	1	1	1	1	0	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	LOADING DOCK	REGULAR GUA...	00:00	12:00	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	LOADING DOCK	REGULAR GUA...	12:00	00:00	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
<input checked="" type="checkbox"/>	LOADING DOCK	SUPERVISOR	08:00	16:00	0	1	1	1	1	1	0	0	0	0	0	0	0	0	0

The schedule shows the number of permanent (P1...) and temporary (T1...) employees for each location, post and shift that will be copied to the **Destination Customer**. You may remove unwanted shifts by unsetting the related flag in the **Tour** column.

9. Click the Copy button  to copy the week to the **Destination Customer's** locations and posts that you specified.

Operational Considerations

Archived Weeks

If the week you wish to copy has already been archived, use the De-archive Week function (available from the **Week** menu) for the desired week.

Permissions

The ability to copy a week to a specific customer, location or post depends on the user's security permissions, namely Location Maintenance, Post Maintenance and/or Tour Maintenance for the division.