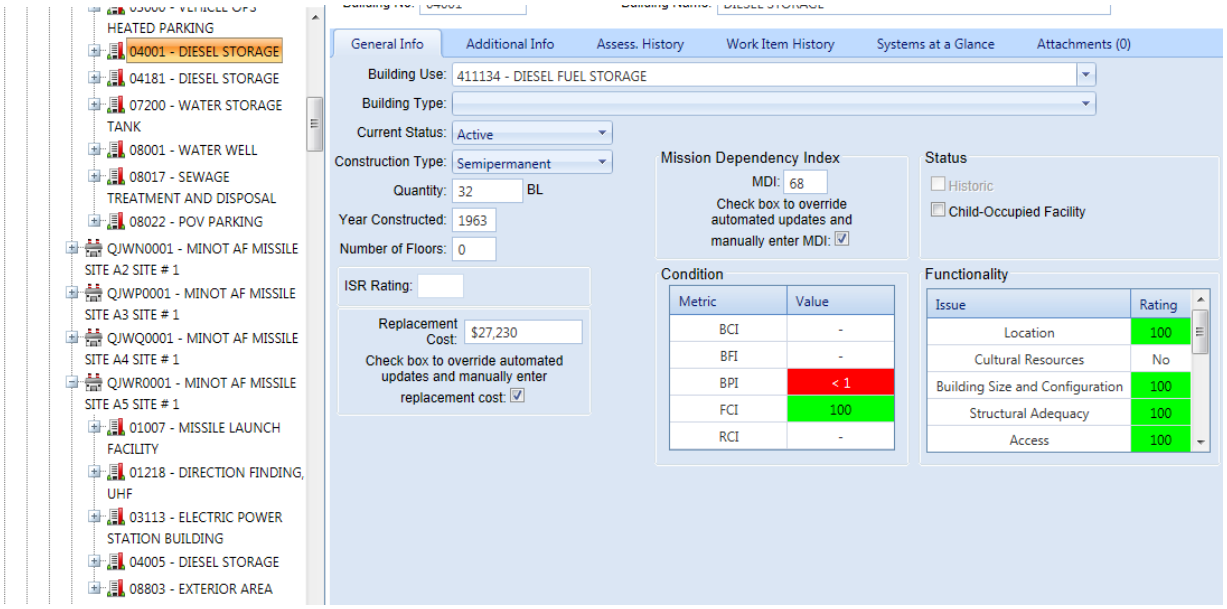
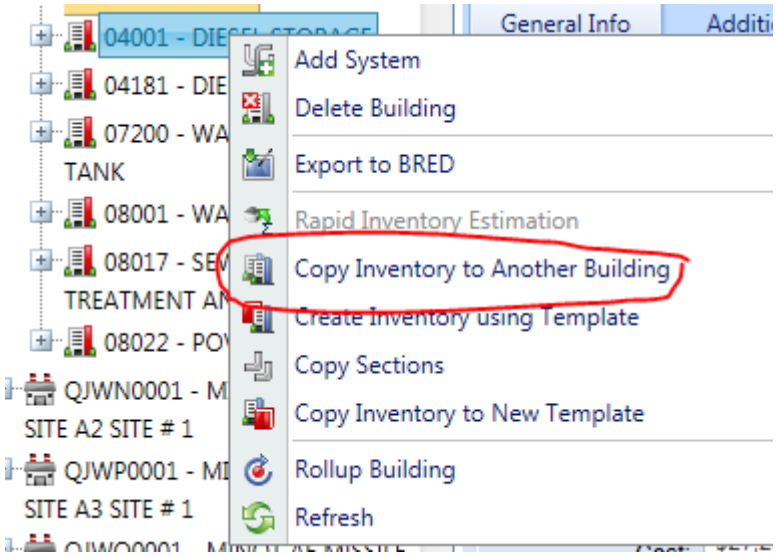
How to copy the Inventory from one building to another in BUILDER 3.1

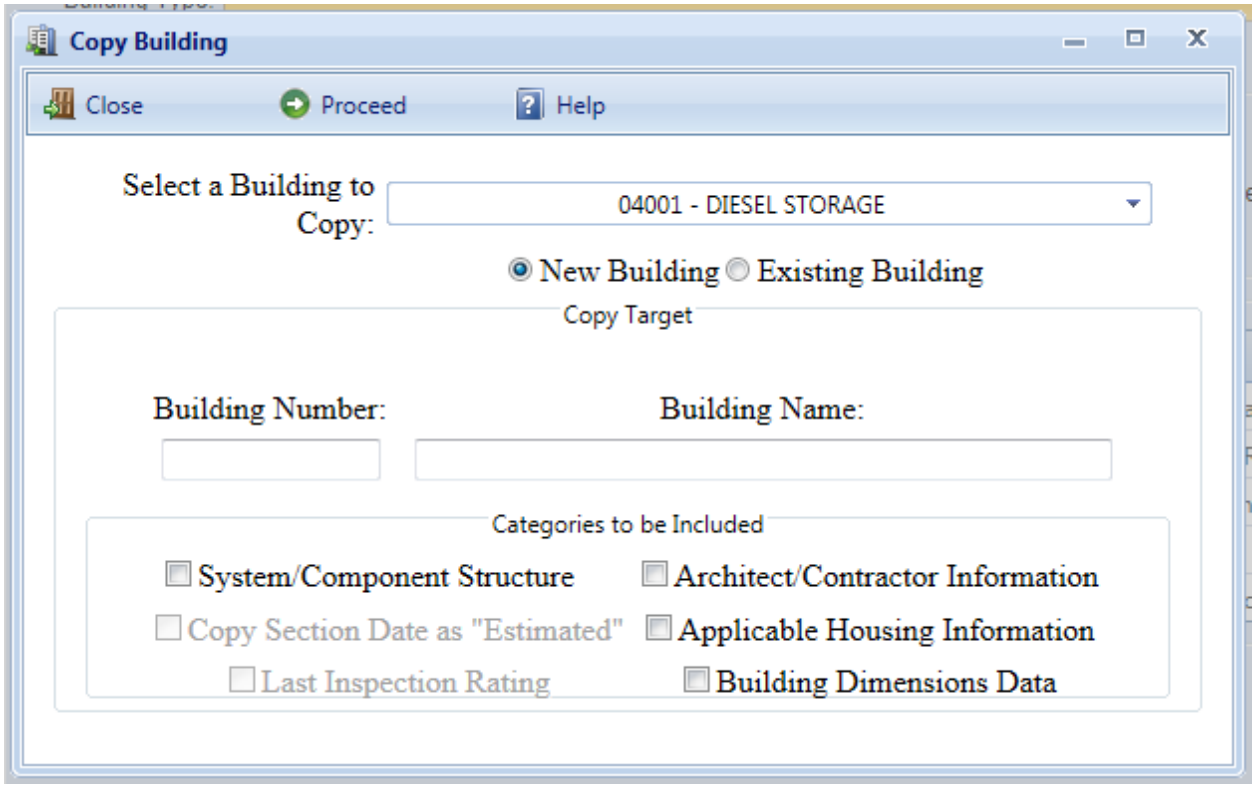
1. Go to the Building that you want to copy from.



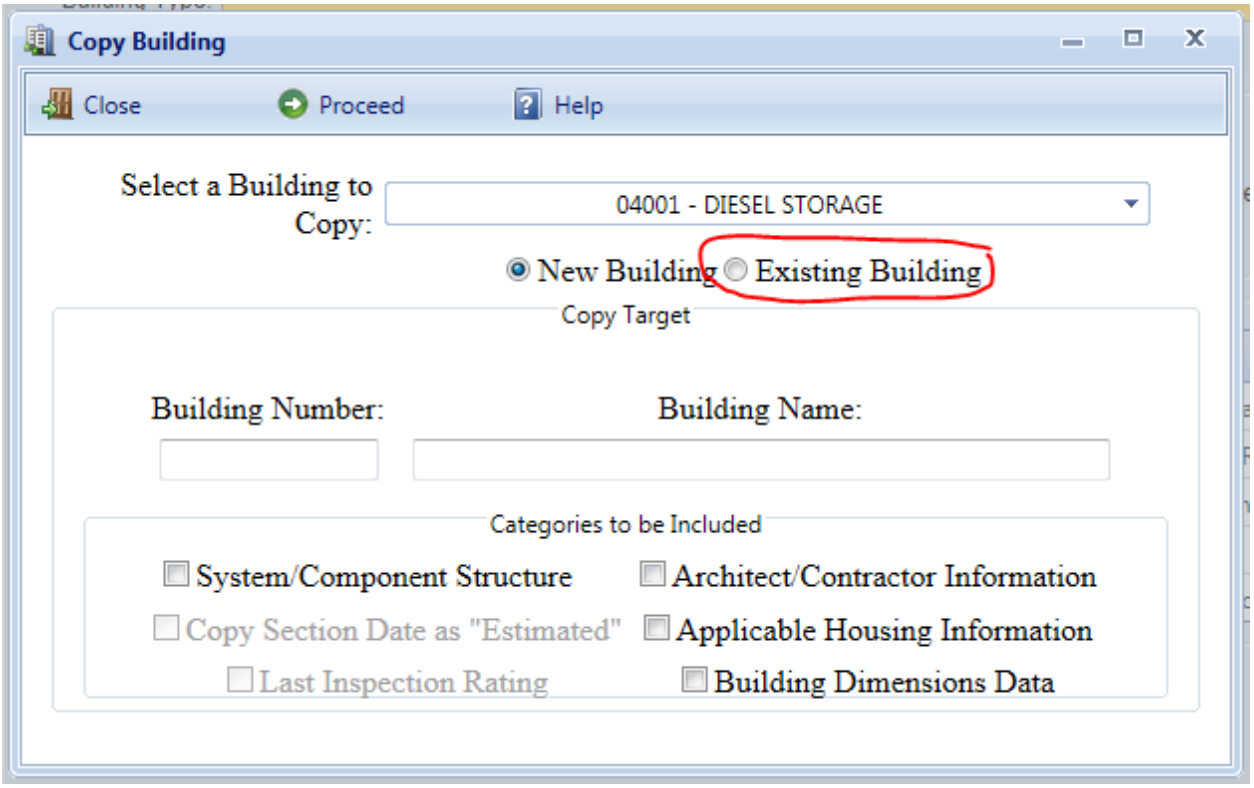
2. Right click to get the drop down menu and select “Copy Inventory to Another Building”.



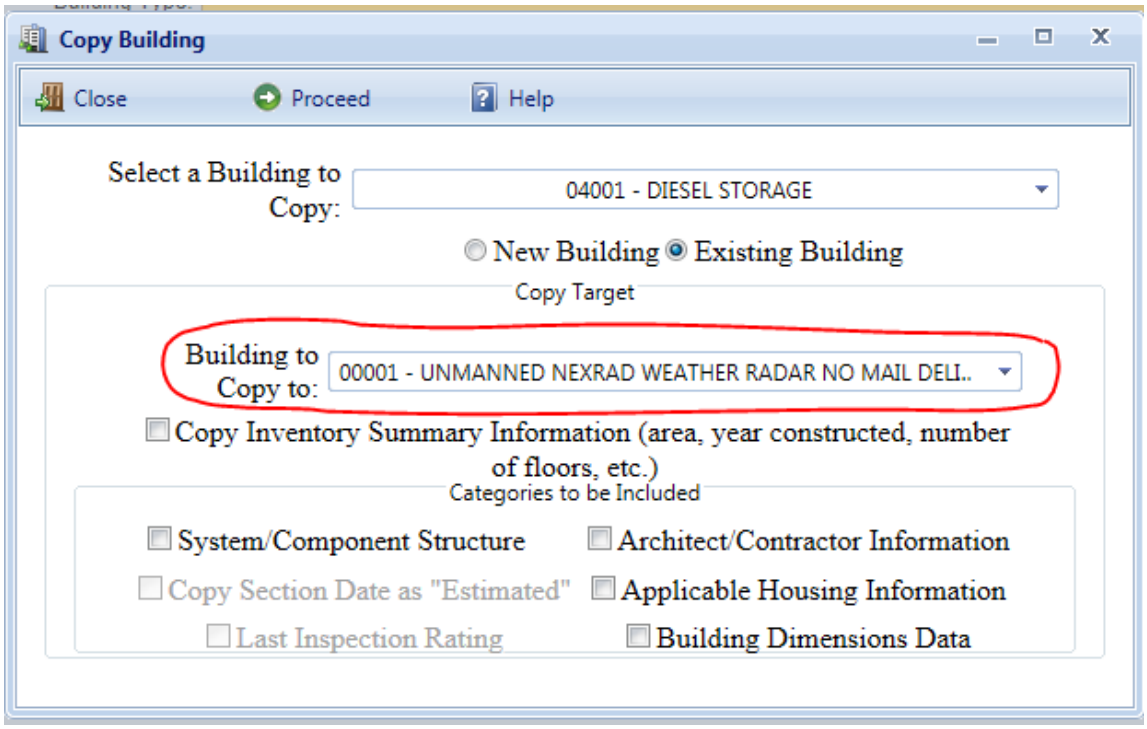
3. A new window pops up.



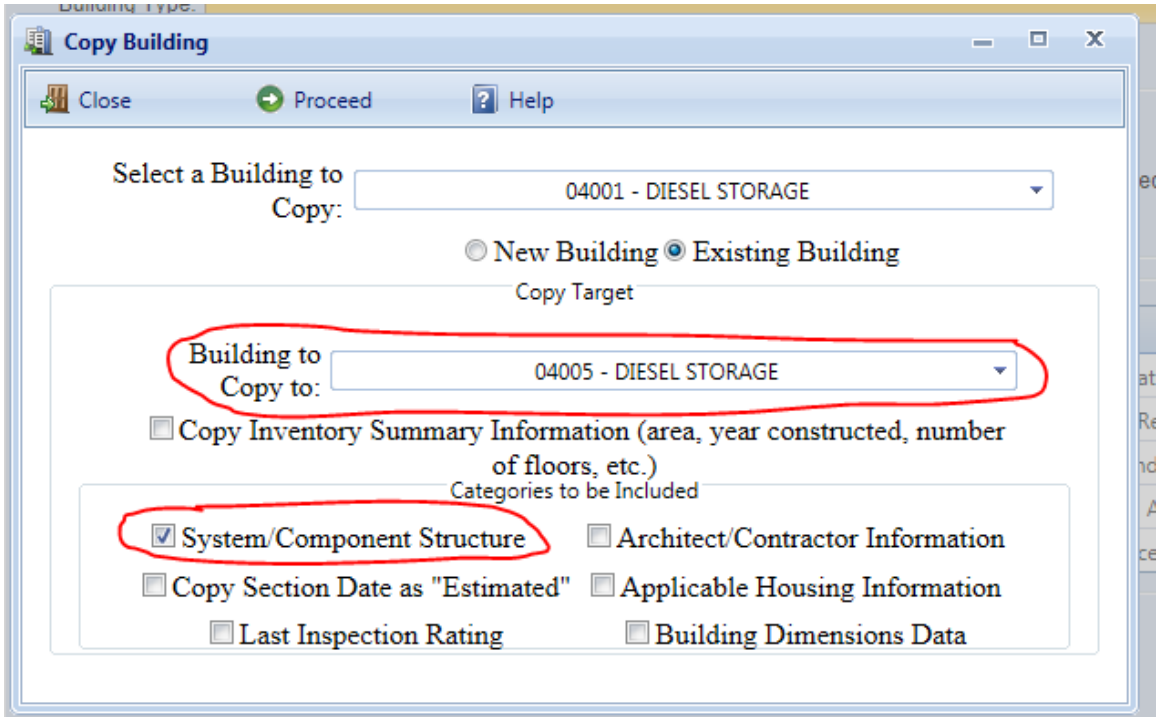
4. Select Existing Building



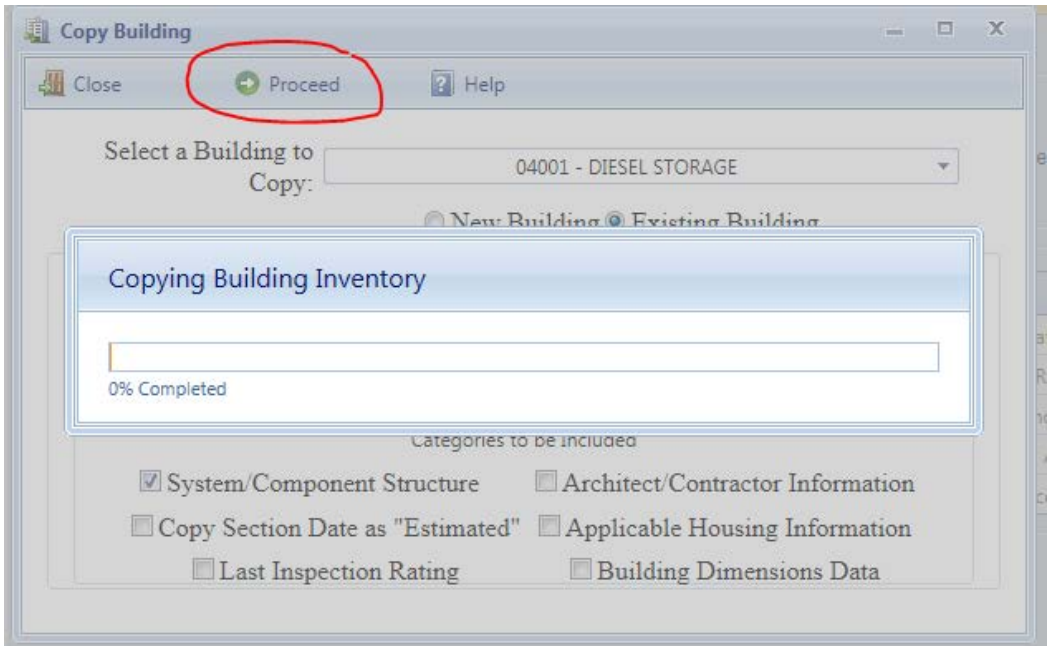
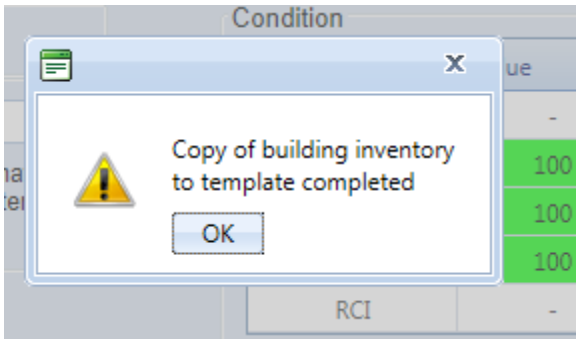
5. When Existing Building is selected, a drop down menu in “Building to Copy to” appears. Select the Building you want the Inventory to copy to:



6. In this case I have selected Building 04005-DIESEL STORAGE and I want the System/Component Structure copied.



7. Select Proceed. Then a window showing “Copying Building Inventory” progress will appear:



8. After the copying is complete, a new window will appear stating that “copy of building inventory to template completed.”