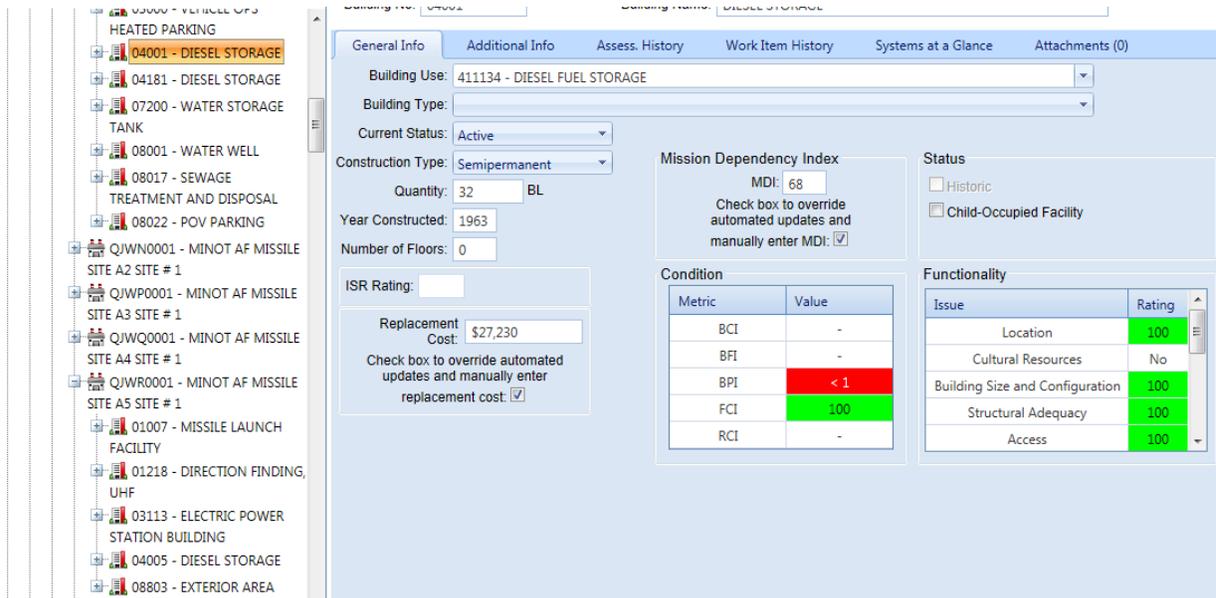
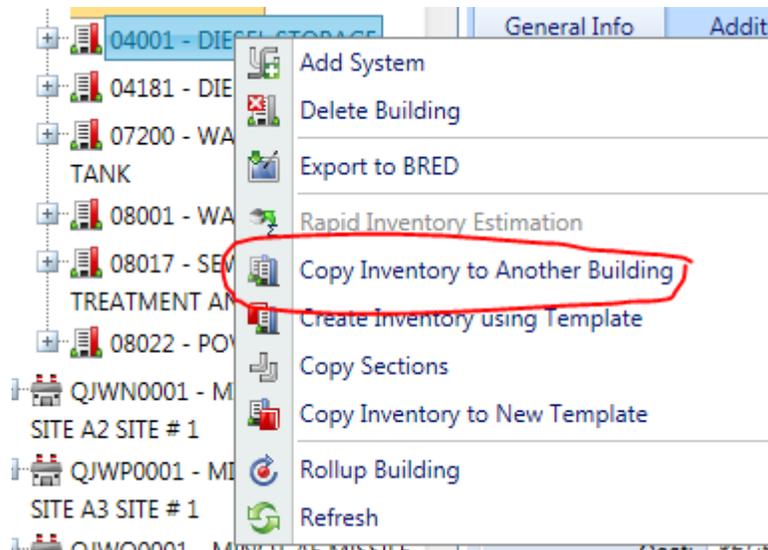


How to copy the Inventory from one building to another in BUILDER 3.2

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.

Copy Building

Close Proceed Help

Select a Building to Copy: 04001 - DIESEL STORAGE

New Building Existing Building

Copy Target

Building Number: Building Name:

Categories to be Included

System/Component Structure Architect/Contractor Information
 Copy Section Date as "Estimated" Applicable Housing Information
 Last Inspection Rating Building Dimensions Data

4. Select Existing Building

Copy Building

Close Proceed Help

Select a Building to Copy: 04001 - DIESEL STORAGE

New Building Existing Building

Copy Target

Building Number: Building Name:

Categories to be Included

System/Component Structure Architect/Contractor Information
 Copy Section Date as "Estimated" Applicable Housing Information
 Last Inspection Rating Building Dimensions Data

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:

Copy Building

Close Proceed Help

Select a Building to Copy: 04001 - DIESEL STORAGE

New Building Existing Building

Copy Target

Building to Copy to: 00001 - UNMANNED NEXRAD WEATHER RADAR NO MAIL DELI..

Copy Inventory Summary Information (area, year constructed, number of floors, etc.)

Categories to be Included

System/Component Structure Architect/Contractor Information

Copy Section Date as "Estimated" Applicable Housing Information

Last Inspection Rating Building Dimensions Data

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

Copy Building

Close Proceed Help

Select a Building to Copy: 04001 - DIESEL STORAGE

New Building Existing Building

Copy Target

Building to Copy to: 04005 - DIESEL STORAGE

Copy Inventory Summary Information (area, year constructed, number of floors, etc.)

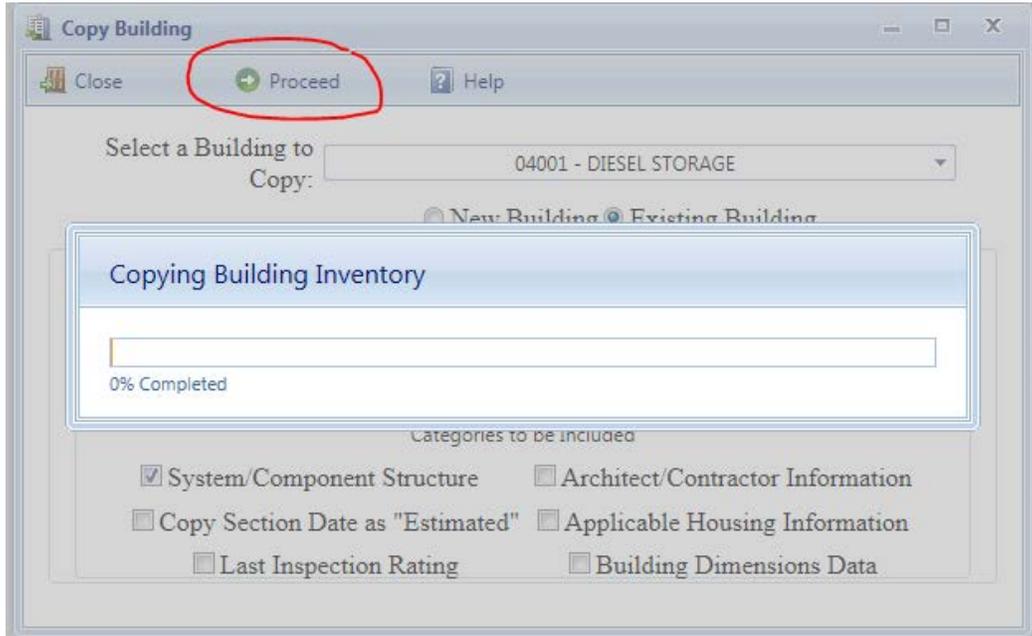
Categories to be Included

System/Component Structure Architect/Contractor Information

Copy Section Date as "Estimated" Applicable Housing Information

Last Inspection Rating Building Dimensions Data

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.”

