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How do I copy Inventory from one building to another?

Paul Paisley - 2020-09-02 - [Comments \(0\)](#) - [Frequently Asked Questions](#)

Question:

How do I copy Inventory from one building to another?

Answer:

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 for "Building to Copy to" appears. Select the building you want to copy the Inventory to.
6. Select the categories to be included.
7. Select Proceed. A "Copying Building Inventory" progress bar will appear.
8. After the copying is complete, a new window will appear stating that "copy of building inventory to template completed."

See [Copying Inventory](#) for more information on copying inventory between buildings.

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