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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.

- Tags
- Building
- Building to Copy
- Copy Inventory
- Copying Building Inventory
- Facility
- template