

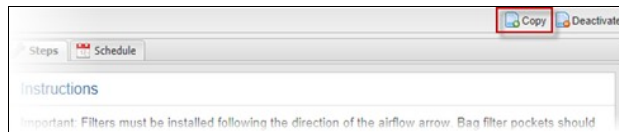




# Copying Tasks

## Copying Tasks:

1. Tasks are copied from the Task Details screen. If not already viewing the Task Details, locate the task in the Task Library list, then open the Task Details by clicking on the task name.
2. From the Task Details screen, click **Copy**.



3. In the Copy Task window that opens, edit the name for the task (if applicable). Task names must be unique within the property; for example, users can have an "AHU Weekly" task in two different properties, but users cannot have two tasks with that name in the same property.
4. Select the property the task needs to be copied over to.
5. Click **Copy** to copy the task.

