

Copying a Schedule

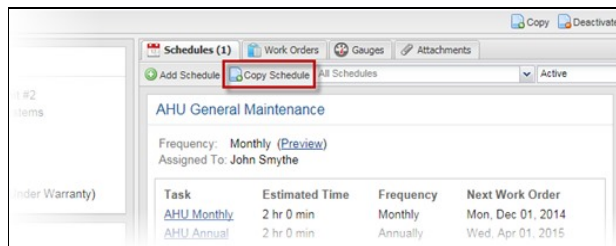
Copying a Schedule:

It is common for buildings to have multiple installations of the same equipment type, either within the same building, or on another building that resides in the same property. In some cases, some maintenance schedules are sufficiently generic that they can be applied to more than one type of equipment.

To reduce the need for recreating maintenance schedules for similar or identical pieces of equipment, users can copy one or more schedules from one piece of equipment to another, as long as they both reside on the same property.

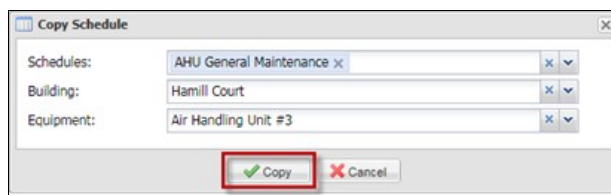
Follow the steps below to copy a schedule:

1. Locate the schedule. Users can do this in one of two ways:
 - By finding the equipment the schedule currently applies to and opening the equipment's details screen.
 - By finding the schedule on the Schedules list and opening the equipment's Details screen.
2. Once the equipment's Details screen is open, under the Schedules tab, click **Copy Schedule**.



3. A Copy Schedule window will open. Select the following options:
 - The name of the schedule that will be copied. Users can select more than one schedule as long as each one is associated with the same piece of equipment, by continuing to select items from the drop-down menu. Users can remove a selected schedule by clicking on the **X** icon beside it.
 - The building the schedule(s) will be copied to (only buildings on the same property can be selected).
 - The Equipment that the schedule(s) will be copied to.

Click **Copy** to copy the selected schedule(s).



4. Users will then be taken to the details screen of the equipment that the schedules were copied over to, allowing users to edit the copied schedule(s) as needed.

