<u>Quick Start Guide :</u>

Copy a track for the same or another location.

This step-by-step guide will demonstrate a quick and easy method for copying a track previously created when the user needs another just like the first. The copied track may be another in the same location as the original or might be needed in another location (but to do the same thing).

Step-by-step "How-To":

1. Open **PanelPro**, if not already open.
2. Select **Operations--->Locations.**

    a. Click on "Edit" for the location to where the track will be copied.
        i. From the main menu-bar, select **Tools--->Copy Track**.
        ii. Fill in the Name for the new track (or use the Option box "use the copy name", just correct the old name for the new name).
        iii. From the pull-downs, choose the location & track name of the original track.
        iv. Click on the "Copy" button.
        v. Close the "Copy Track" window.

    b. Close the "Edit Location" window or edit the new track as necessary.

3. Exit **PanelPro** or continue to develop other OpsPro sections

Upon completion of this task, the user will have copied any track to a selected location. This is slightly quicker than creating each track at a given location when multiple tracks of the same type/use are needed.

All these quick-start guides are intended for use with OperationsPro, a stand-alone application accessed from within PanelPro.   The use of any other PanelPro functions (such as creating a panel) is NOT required.