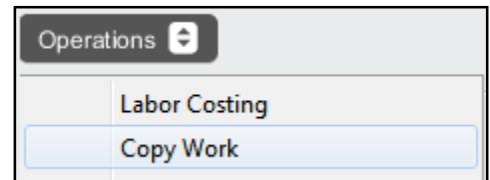
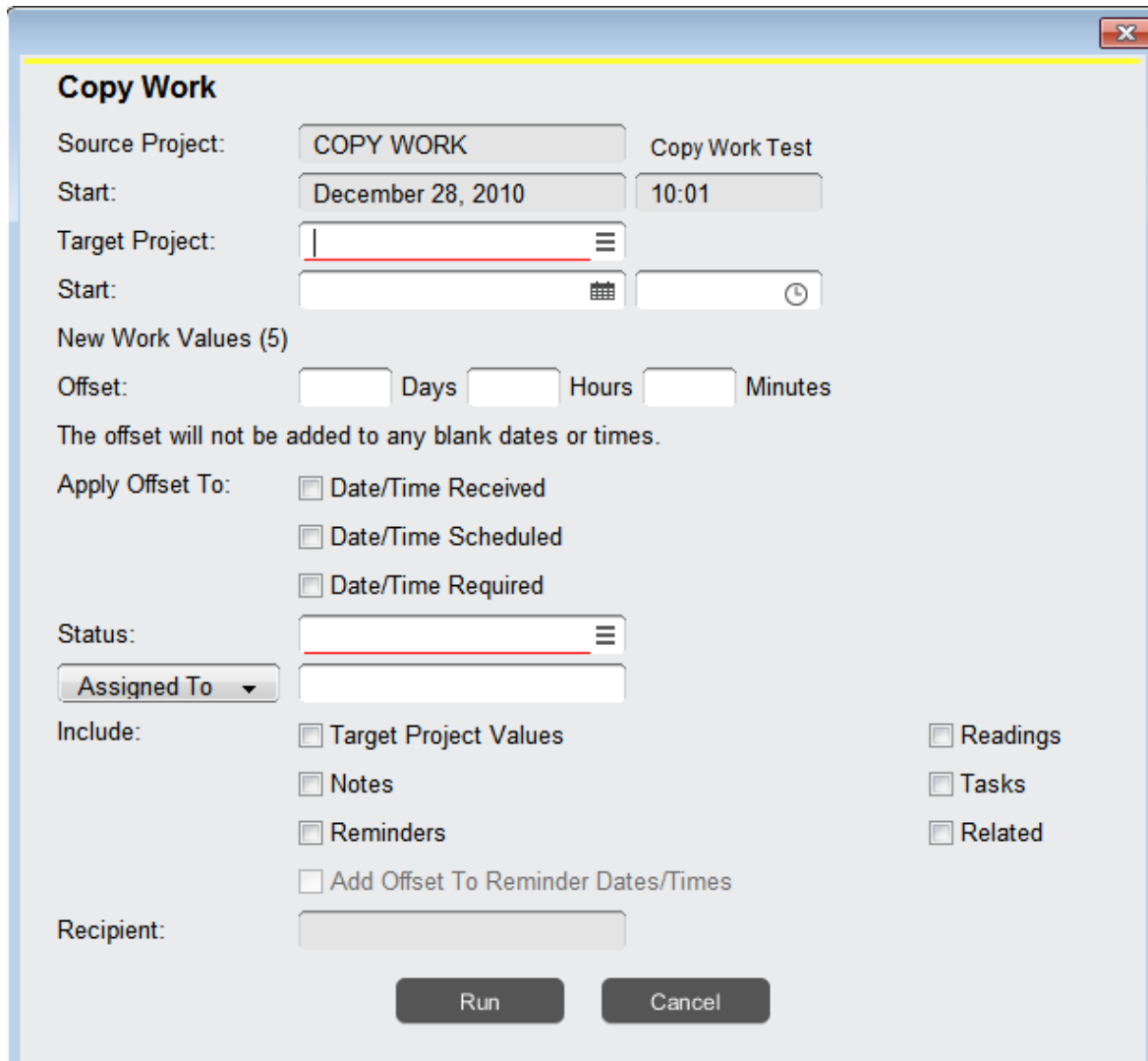


The **Copy Work Operation** is used to duplicate Work records related to a selected Project to another Project.

To access this feature, open your Project List and choose **Operations→Copy Work**. You may only run this operation with one line selected in the list.



Once selected, a window will appear with options that need to be chosen before you run the operation. See below:



The screenshot shows a window titled 'Copy Work' with the following fields and options:

- Source Project:** A dropdown menu showing 'COPY WORK' and a text field 'Copy Work Test'.
- Start:** A date field showing 'December 28, 2010' and a time field showing '10:01'.
- Target Project:** A dropdown menu with a red underline and a menu icon.
- Start:** A date field with a calendar icon and a time field with a clock icon.
- New Work Values (5)**
- Offset:** Three input fields for 'Days', 'Hours', and 'Minutes'.
- The offset will not be added to any blank dates or times.**
- Apply Offset To:** Three checkboxes: 'Date/Time Received', 'Date/Time Scheduled', and 'Date/Time Required'.
- Status:** A dropdown menu with a red underline and a menu icon.
- Assigned To:** A dropdown menu with a red underline and a menu icon.
- Include:** A group of checkboxes: 'Target Project Values', 'Notes', 'Reminders', 'Add Offset To Reminder Dates/Times', 'Readings', 'Tasks', and 'Related'.
- Recipient:** A text field.
- Buttons:** 'Run' and 'Cancel' buttons at the bottom.

- The operation duplicates all Work records linked to the selected Project (Source Project) to the Target Project.
- For each Work record, the Date Started and Time Started fields will default based on the Start Date and Time fields chosen in the operation window. You can also choose to apply an offset time value (in days, hours, and minutes) to Received, Scheduled, and Required Dates/Times.
- The number in parentheses after **New Work Values** indicates how many new Work records will be created, based on the number of Work records linked to the Source Project.

- You can choose the starting Work Status and use the Assigned To field to choose a Vendor, Worker, or enter free-form text.
- If **Include Related** is selected, the operation will recreate all checked off options on new Work records.
- If the Source Project has Roles defined for it, a set of detail lines indicating these roles will appear at the bottom of the window. You can define the corresponding Contacts to serve in those roles for the Target Project.

Role	Source Project	Target Project
DEVELOPER	BLACK.ELIVRA	
PRJ MGR	BIRCH.MABLE	