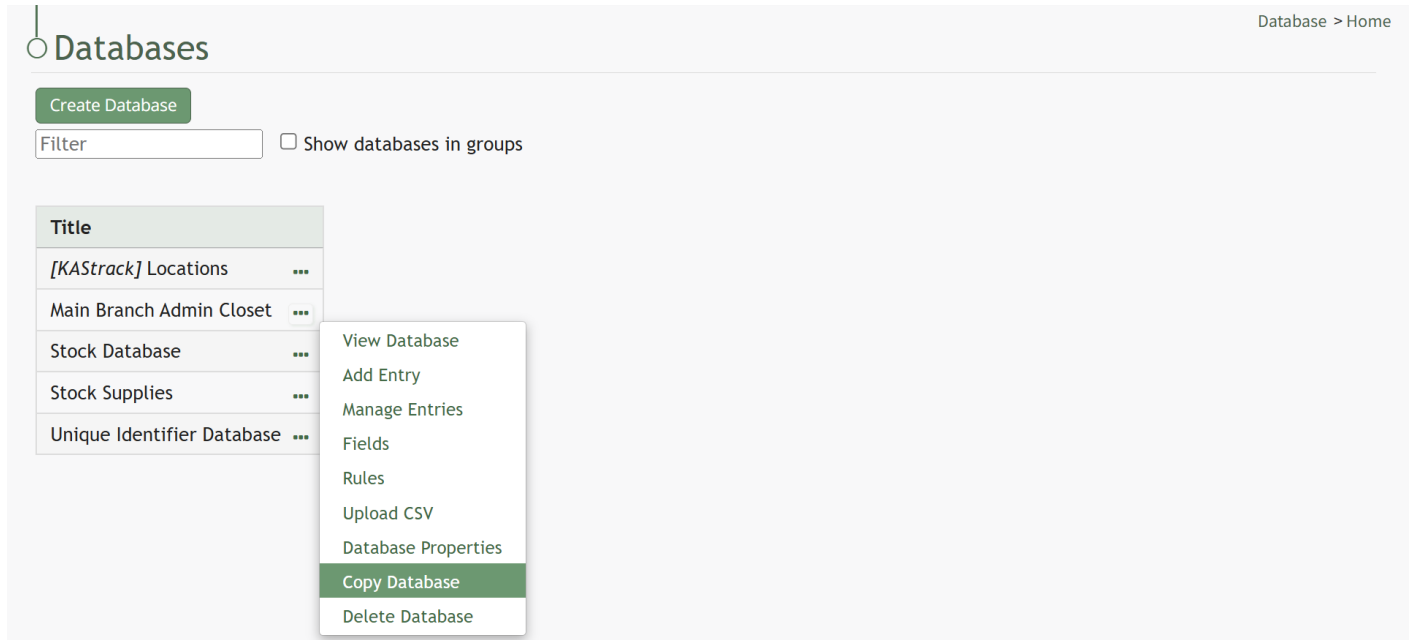
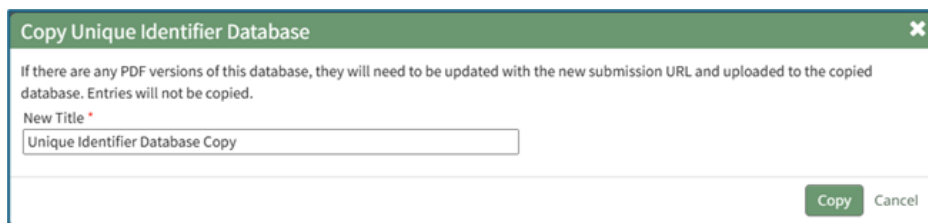


Copy a Database

To copy a database, go to the Home Page in the Database Module.



Click the three dot (...) icon to the right of the database you want to copy to open the context menu. Select "Copy Database" opening the Copy (DatabaseName) Database Modal.



The modal will automatically create a new title, (DatabaseName) Copy, that can be altered if desired.

If there are any PDF versions of this database, they will need to be updates with the new submission URL and uploaded to the copied database. Associated entries will not be copied.

Click "Copy".

Fields for database 'Unique Identifier Database Copy' ⋮

Fields Rules

New Field Filter Fields:

Field Name	Field Type	Validation	Include on Form
+ Locations ...	Database : Locations		Yes
+ Item ...	Text Box		Yes
+ Check Numbers ...	Text Box		Yes
+ Notes ... <i>Reason Returned?</i>	Text Box		Yes

You will be directed to the Fields Table for your newly copied database.

Databases

Create Database

Filter Show databases in groups Hide empty groups

- (Ungrouped)

Title
+ [KAStrack] Locations ...
+ Main Branch Admin Closet ...
+ Stock Supplies ...
+ Unique Identifier Database ...
+ Unique Identifier Database Copy ...

The copied database will now show in the Database Table on the Home Page.

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