

Copy Provider

1. Click the **Copy Provider (1)** tab to move into this area. (See Figure 1-7)



Figure 1-7

2. The initial **Copy Provider** display will list the **Available Providers** in the database. (See Figure 1-8)

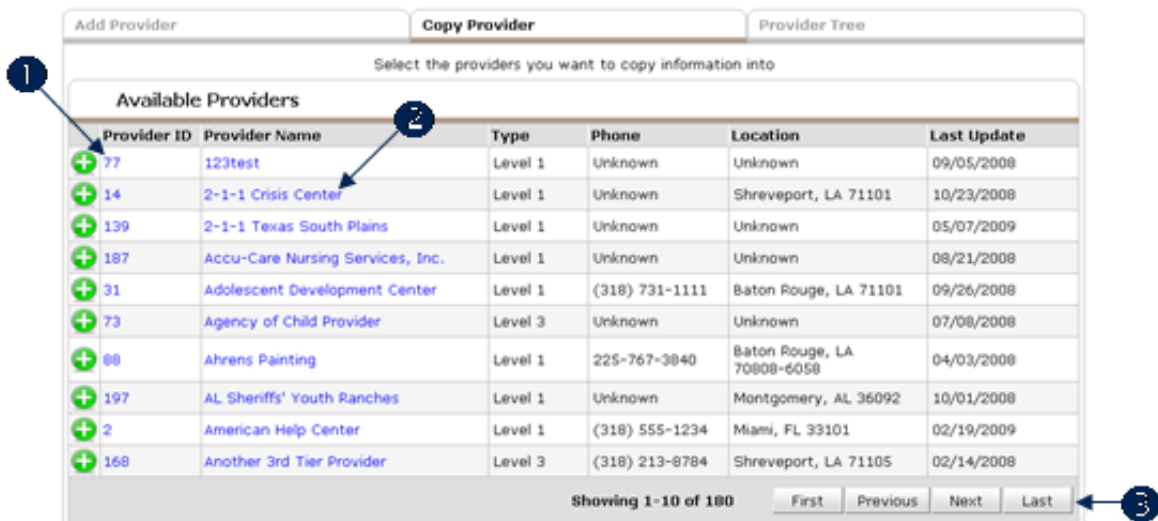


Figure 1-8




3. Click the **Provider ID (1)** or the **Provider Name (2)** to move to that provider and make it the active provider. Use **First**, **Previous**, **Next**, **Last** to navigate through the provider list. **(3)** Use the **Green Plus** icon  to select providers to copy information to (the destination of the copy function.) When the **Green Plus** icon  is clicked the provider will display in **Selected Providers**. (See Figure 1-9)



Figure 1-9

4. In the **Selected Provider** area, **(1)** click the **Red Minus** icon  to deselect a provider. Click **Clear Selected** to deselect all providers. **(2)** Click **Submit** to initiate the copy function. **(3)** (See Figure 1-10)

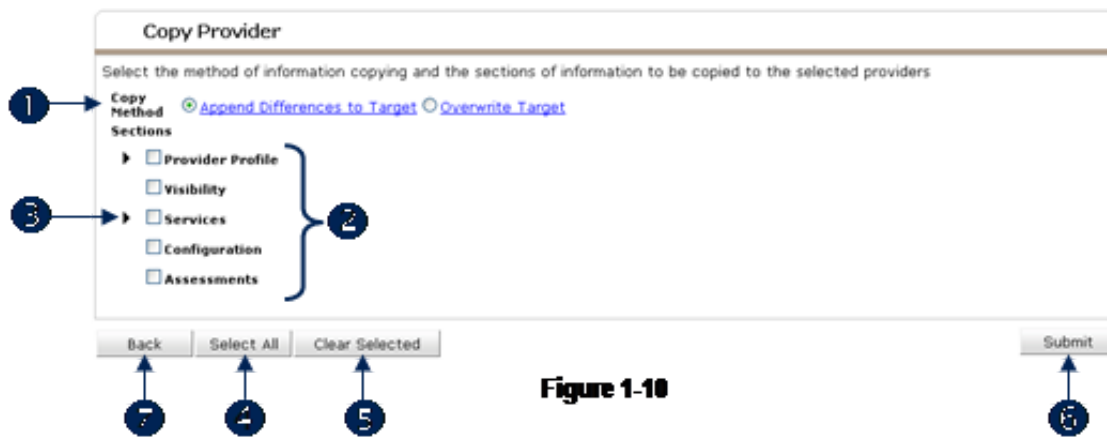


Figure 1-10

5. The following functions are available on **Copy Provider**:

- a: Choose a **Copy Method**. **(1)** **Append Differences to Target** will cause *ServicePoint* to compare the content of the active provider with that of the destination provider and the differences will be copied. **Overwrite Target** will cause *ServicePoint* to replace all data in destination provider with the content of the active provider.
- b: Check the available boxes to inform *ServicePoint* of the areas of the active provider to be copied into the destination provider. **(2)**
- c: Click the **Arrow** icons to expand the copy choices (this will permit the user to select smaller portions of an area.) **(3)**
- d: Click **Select All** to check all boxes. **(4)**
- e: Click **Clear Selected** to reset the check boxes. **(5)**
- f: Click **Submit** to initiate the copy function. When the copy function finishes the user will be returned to **Available Providers**. **(6)**
- g: Click **Back** to exit **Copy Provider** without copying data (if clicked before submitting.) **(7)**