Food Protection
Mobile/Temps

How to Copy a Record

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Disclaimer

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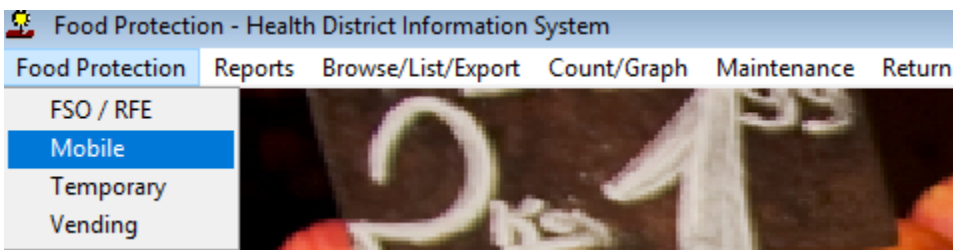
How to Copy Records in Mobile/Temporary

There are only 2 areas in the Food Protection module where you can copy and duplicate records:

- Food Protection > Mobile
- Food Protection > Temporary

Navigate to **Food Protection**:

Click on **Food Protection > Mobile**

This should open a window:

Name	Street	License #	Operator's name
A A A REALLY NEW TEST		973	
EVERY EATS MOBILE #10	10 FLEET STREET	169	WILLIAM WONKA
EVERY EATS MOBILE #100	100 FLEET STREET	37	WILLIAM WONKA
EVERY EATS MOBILE #101	101 SQUARE CIRCLE	38	MARTHA WASHINGTON
EVERY EATS MOBILE #102	102 MAIN STREET	39	AMELIA EHRHART
EVERY EATS MOBILE #105	105 MAIN STREET	5448	WILLIAM WONKA
EVERY EATS MOBILE #105	105 MAIN STREET	41	WILLIAM WONKA
EVERY EATS MOBILE #105	105 MAIN STREET	76	WILLIAM WONKA
EVERY EATS MOBILE #107	107 SQUARE CIRCLE	43	AMELIA EHRHART
EVERY EATS MOBILE #109	109 FLEET STREET	42	JULIUS CAESAR
EVERY EATS MOBILE #11	11 SQUARE CIRCLE	636	MARTHA WASHINGTON
EVERY EATS MOBILE #110	110 SQUARE CIRCLE	44	WILLIAM WONKA
EVERY EATS MOBILE #111	111 MAIN STREET	45	MARTHA WASHINGTON
EVERY EATS MOBILE #112	112 FLEET STREET	46	AMELIA EHRHART
EVERY EATS MOBILE #115	115 FLEET STREET	48	WILLIAM WONKA
EVERY EATS MOBILE #116	116 SQUARE CIRCLE	40	MARTHA WASHINGTON
EVERY EATS MOBILE #119	119 SQUARE CIRCLE	47	JULIUS CAESAR
EVERY EATS MOBILE #12	12 MAIN STREET	637	AMELIA EHRHART
EVERY EATS MOBILE #121	121 FLEET STREET	49	MARTHA WASHINGTON
EVERY EATS MOBILE #123	123 MAIN STREET	50	BARNABUS BAILEY

Select the record you would like to copy:

- Click the **Modify** button
- Press the keys: **Ctrl – C**

After pressing Ctrl – C you will not notice anything different

Press the **Add Mobile** button

You will see a blank record with the License # automatically filled in.

- Press the keys: **Ctrl – P**

After hitting Ctrl – P the contents you copied should be pasted into the new record with the given License #