STS1005 Copy Owner

Aptean Ltd
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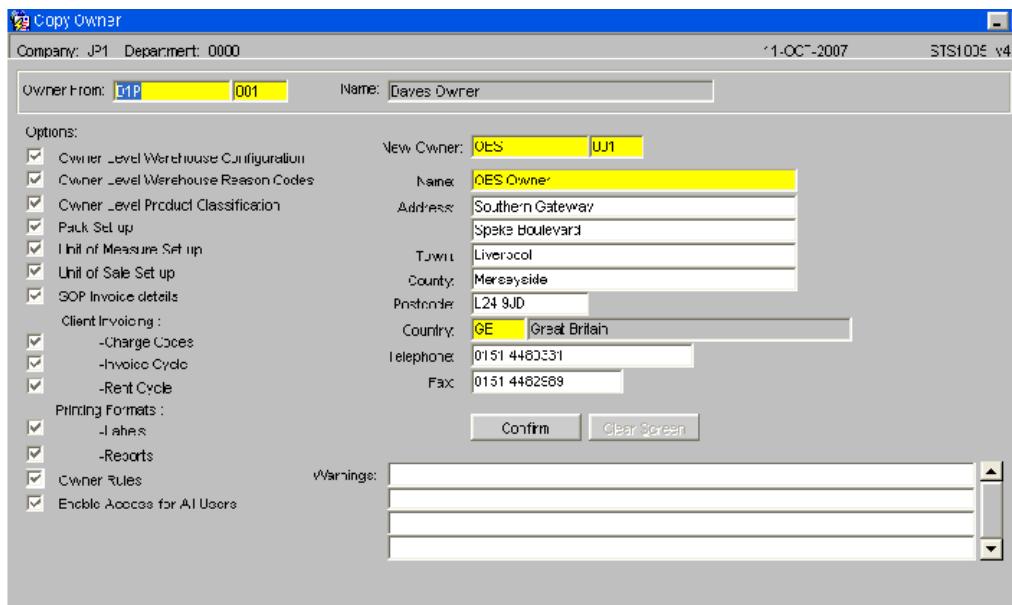# Contents

1 STS1005 Copy Owner

Copy Owner (STS1005)

Access the Copy Owner screen (STS1005). This screen allows the user to copy certain parameters from an Existing owner to a new Owner.

Field Information:

- **Owner From**: An existing Owner can be entered or a list of available Owners can be accessed using the 'List of Values' Icon on the toolbar or using the CTRL+L shortcut keys
- **Name:** This is View only and is populated after selecting the required existing Owner to be copied
- **Options:** A List of Parameters that can be copied to the new owner. If Box is checked then the data will be carried over
- **New Owner:** Enter the New Owner Code. A maximum of 10 characters followed by the sub code (001). This is a Mandatory field
- **Name:** The full name of the new Owner. 30 Character Length. This is a Mandatory field
- **Address:** Enter the Owners :-**Address**: Optional, **Town**: Optional, **County**: Optional, **Postcode**: Optional, **Country**: Mandatory field, **Telephone**: Optional, **Fax**: Optional
- **Warnings**: Warnings: Information will show in these rows if there are issues with the copy after the Confirm button is pressed. Please note that the owner will still be created but the issues shown will need to be addressed.
- **Clear Screen Button**: This Button Clears details to allow the User to enter multiple Owner. It is Only visible after the Confirm Button is pressed

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