How to Move a System from One Site to Another

Last Modified on 09/13/2024 3:40 pm EDT

Sometimes systems need to be moved between sites with in a customer account. Steps below show how to do this. SedonaOffice version 6.2.0.14.

Overview

The steps below are only for moving systems between sites in one account.

Steps:

1.Open account that is to be used

2.In the customer tree, open the site to the system that will be receiving the system, and open up to the system on the site with the system to be moved.

In this example:

 Site 562-3 will be moving System 562-6-2 to Site 562-6

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3.Click on the Systems folder under 562-3 so all systems show in the right pane.

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4.Left click to highlight the system and drag the system into the Systems folder on Site 562-6

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5.When the window pops up asking if you want to move the system – Click on OK

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