Copying an Order Schedule (And what to be aware of…)

Some reasons to copy an order schedule:

* Creating a new supply code.
* Making a change that affects order due times.

Copying a supply code is an easy way to set up a single order schedule for one store, or a group of stores.

There are two types of copy.

You can use 3=Copy to copy an individual code to one store, or to a group of stores.

The second copy method F14=Copy Store, copies the schedule of all codes to one store, or a group of stores.

Some issues to be aware of, in copying:

* Several stores, in the same area, can have different order days or times for one supply code based on vendor requirements. An example of this would be Swiss Dairy.
* Several stores can have one order time but different arrival times. A copy would wipe these differences out. An example of this would be 3Js for bread.
* Stores are in different time zones and the copy does not account for that. An 8PM Mountain Time (7PM Pacific Time) order time copies as 8PM to a Pacific Time store. This causes the schedule to be an hour late.
* Several DCs do have stores in multiple time zones.

## Copy a Supply Code Schedule

OPORDERMNT Option 1

Enter Warehouse Number, Store, Week End Date

Show All Codes Y

Page down to the code you want to copy

Put a 3=Copy next to it, press Enter

Enter the Store or Group to copy to

If you leave the store group field blank the program will copy to all stores in a Warehouse.

If the change is for more than one week, set the Apply to Future Schedules flag to Y. If it is for one week only, set the flag to N.

F10=Update to finish the copy.

**Note:** DCs may cover more than one time zone.

## Copy a Store’s Order Schedules

OPORDERMNT Option 1

Enter Warehouse Number, Store, Week End Date

Show All Codes Y

F14=Copy Store

Enter the Store or Group to copy to

If you leave the store group field blank the program will copy to all stores in a Warehouse.

If the change is for more than one week, set the Apply to Future Schedules flag to Y. If it is for one week only, set the flag to N.

F10=Update to finish the copy.

**Note:** DCs may cover more than one time zone.