

## SEIMS - How do I copy an existing product?

Step	Action	Result/Comment																		
1.	Login to SEIMS Application, locate an existing product that you would like to copy	<p>Product List</p> <p>Companies &gt; yelp inc &gt; 73093824</p> <p>Click on the Product Name to drill down to the product's details. Use the "Activate" and "Inactivate" links to activate and inactivate the product. Click on the "Delete" link to delete the product. Click on the "History" link to view the history of changes in the product name.</p> <p>Add New Product Copy Existing Product</p> <p>Click on the "Add New Product" button to add a new product. Select the check box next to the product and click on the "Copy Existing Product" button to copy product(s).</p> <table border="1"> <thead> <tr> <th>Product Name</th> <th>Supplier Contact</th> <th>Active</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Pentium</td> <td>Nisenboym, Darina</td> <td>Y</td> <td>Inactivate</td> <td>Delete</td> <td>History</td> </tr> </tbody> </table>	Product Name	Supplier Contact	Active				<input type="checkbox"/> Pentium	Nisenboym, Darina	Y	Inactivate	Delete	History						
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2.	Select the check box next to the product and click on the "Copy Existing Product" button to copy product(s).	<p>Companies &gt; yelp inc &gt; 73093824</p> <p>Click on the Product Name to drill down to the product's details. Use the "Activate" and "Inactivate" links to activate and inactivate the product. Click on the "Delete" link to delete the product. Click on the "History" link to view the history of changes in the product name.</p> <p>Add New Product Copy Existing Product</p> <p>Click on the "Add New Product" button to add a new product. Select the check box next to the product and click on the "Copy Existing Product" button to copy product(s).</p> <table border="1"> <thead> <tr> <th>Product Name</th> <th>Supplier Contact</th> <th>Active</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Pentium</td> <td>Nisenboym, Darina</td> <td>Y</td> <td>Inactivate</td> <td>Delete</td> <td>History</td> </tr> </tbody> </table>	Product Name	Supplier Contact	Active				<input checked="" type="checkbox"/> Pentium	Nisenboym, Darina	Y	Inactivate	Delete	History						
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3.	Newly created product is a copy of an existing product details and ingredients (documents and IPNs are not copied)	<table border="1"> <thead> <tr> <th>Product Name</th> <th>Supplier Contact</th> <th>Active</th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Pentium</td> <td>Nisenboym, Darina</td> <td>Y</td> <td>Inactivate</td> <td>Delete</td> <td>His</td> </tr> <tr> <td><input type="checkbox"/> Pentium Copy</td> <td>Nisenboym, Darina</td> <td>N</td> <td>Activate</td> <td>Delete</td> <td>His</td> </tr> </tbody> </table>	Product Name	Supplier Contact	Active				<input type="checkbox"/> Pentium	Nisenboym, Darina	Y	Inactivate	Delete	His	<input type="checkbox"/> Pentium Copy	Nisenboym, Darina	N	Activate	Delete	His
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4.	<p>The 'Activate' button will become available after you:</p> <ul style="list-style-type: none"> <li>- Edit copied ingredients (if needed),</li> <li>- Add document(s),</li> <li>- Change Product Name and Save</li> </ul>	<p>*Product Name: Pentium_Copy State: Inactive</p> <p>Creation Date: 5/19/2016 11:01:45 PM Creator: Nisenboym, Darina</p> <p>Supplier Contact: Nisenboym, Darina [10535159] Lookup Contact</p> <p>* - indicates required field</p> <p><b>Change the product name and save before activating.</b></p> <p><b>All steps must be completed for Intel EHS to view this Product:</b></p> <p><b>1. Upload a Document 2. Add Ingredients 3. Select the 'Activate' button</b></p> <p>Save Cancel Activate Inactivate</p>																		