Learn how to copy a Supervisor installation setting from one location to multiple locations in Amlib. Often it is necessary to copy a Supervisor Installation setting from one location to multiple locations which can be done using the Advanced Copy window.

1. In Amlib navigate to Main > Supervisor > Installation

   ![Advanced Copy Window](https://help.oclc.org/Library_Management/Amlib/Supervisor/Copy_parameters_using_advanced_copy)

   1. In the Parameter Set dropdown, select the area specific to the installation parameters you wish to copy, or select All.

2. Select Installation > Advanced Copy

   ![Advanced Copy Window](https://help.oclc.org/Library_Management/Amlib/Supervisor/Copy_parameters_using_advanced_copy)

3. In the Parameter Set dropdown, select the area specific to the installation parameters you wish to copy, or select All.
4. Select DEFAULT as your source location, unless you wish to copy a setting from a different location (if so, select this as your source location, using the drop down box)

5. In the top table, select the parameter/s you wish to copy across by ticking the box in the 'Copy' column.

Alternatively, select all parameters by clicking the Select All button.
6. In the second table, select the location you wish to copy the parameters to, by clicking in the box in the 'Copy' column.
Alternatively, select all locations by clicking the Select All button.
7. Select the **F6 Copy** button at the top of the screen
8. A message will display when the process is complete

Installation - Parameter Copy

The parameters have been copied.

OK

9. If the 'Warn when copying blank parameters' box is ticked, and you have selected any parameters with blank values, you may receive the following message

Destination Location(s)  Warn when copying blank parameters

Copy  Location

- Baileyham Hille Stack
- Betchmont Library
- Carlton Branch
- Chelsea Library
- CDT Location
- Hastings Library

Select All  Select None

10. Choose Yes to proceed
11. Select the Done button to close the window

![Advanced Parameter Copy window](attachment:Advanced_Parameter_Copy.png)

- **Copy Options**
  - **Parameter Set**: All
  - **Source Location**: DEFAULT
  - **Copy Options**:
    - Auto Print a receipt for payments in borrower financials: N
    - Automatically answer Y to Fines on Chute Returns: N
    - Automatically answer Y to Fines on Normal Returns: N
    - Automatically Show the Catalogue details after a search (YN): Y
    - Automatically Tick the Worksheet button in Catalogue Create (YN): Y
    - Borrower Images to be kept in files enter (eg. .jpg or .gif): .jpg
    - Calculate all fines from the grace (Y) or overdue (N) date: Y
    - Calculate renewal date from due date (YN): Y
    - Catalogue deletion level (1-4) (1=least severe ... 4=most severe): 4

- **Destination Location(s)**: Baulkham Hills Stack, Belmont Library, Carlton Branch, Chelsea Library, DTL Location, Hastings Library

- **Warn when copying blank parameters**

- **Done button**