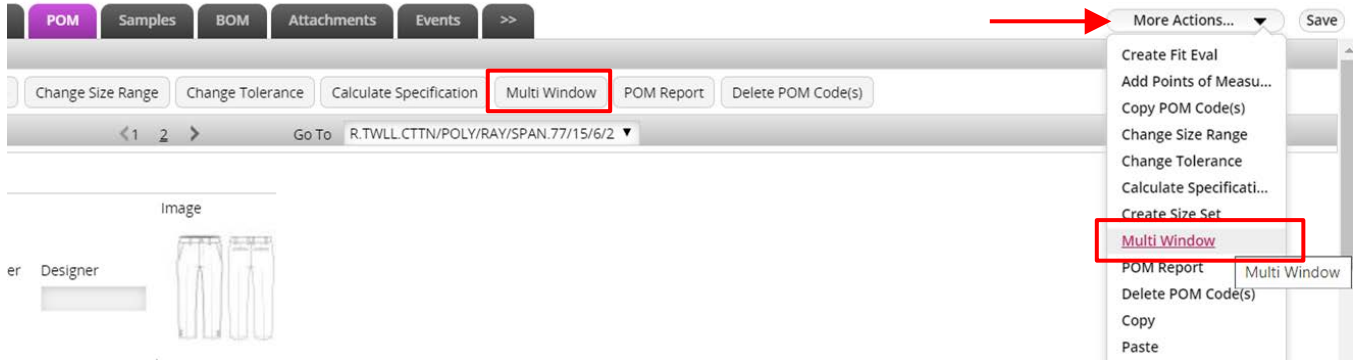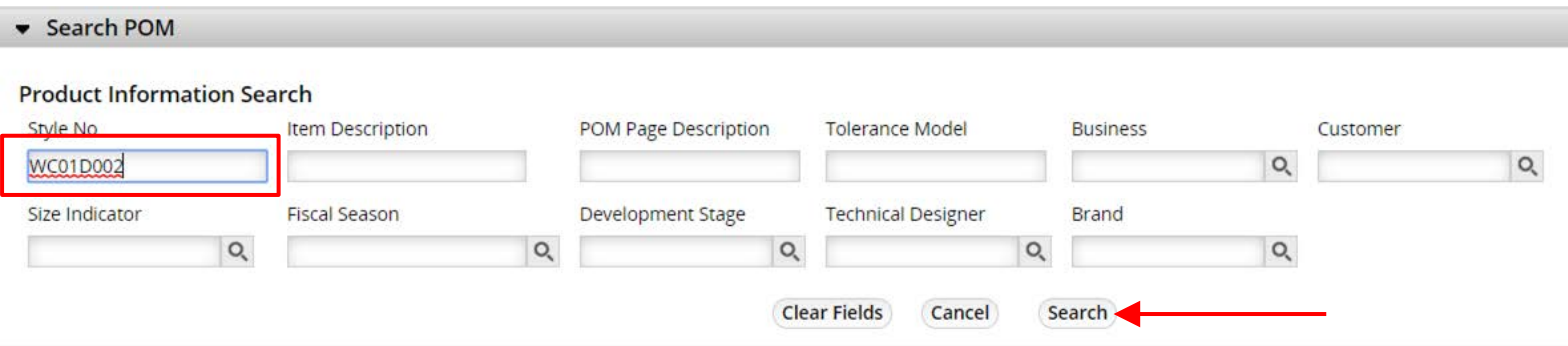# POM

SMART COPY POM PAGE USING MULTI WINDOW

WARNING: When Smart Copying a POM page, if a vendor was previously assigned to a POM page only the assigned vendor will have access to the POM page. To give access to another vendor the information must be deleted.

1. Navigate to the POM tab. Click More Actions > Multi Window **OR** click the hot key at the top.

2. The Search POM window will open. Type ahead and enter the style number to copy the POM page from.
3. Click Search or hit enter on keyboard.

4. The Style List window will open showing all POM pages in the selected style. Click the box of the POM page to Smart Copy.
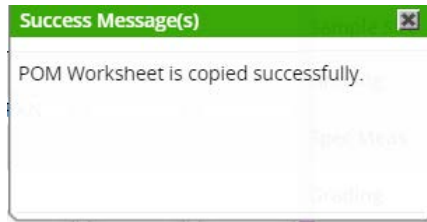5. Click Open. Note: Use the POM Page Description field to help determine which POM page to select to smart copy.

SMART COPY POM PAGE USING MULTI WINDOW (CONT'D)

6. The selected POM page will open.
7. Click More Actions > Smart Copy.

8. A success message window will appear confirming POM page has been copied successfully.

9. Navigate to the POM page of the original tech pack.
10. The added POM Page will appear in the Points of Measure bar and drop down.

Note: If the new POM page does not display, click More Actions > Refresh.