

Copying project data for use in other projects

- Pro > Browse Project > click desired tab > select data to copy > right-click > Copy to Project > Select Project(s) dialog box

You can copy data from one project to another project, including these items:

- Sample sets, injections, channels, methods, results sets, and results.
- View filters and custom field views (using the Pro interface only).
- Preferences from one user and project into another project.

You can also copy process-only sample set channels, injections, and sample sets into sample sets in another project.

Requirement: Copy to Projects privilege. To copy process-only sample set data, your user account must have the Manage Process-Only Sample Set privilege.

Guideline: If you copy a processing method that uses a system policy for one style of integration to a project that uses another style, Empower software overwrites the peak-width and threshold values in the target project, so your default values can change.

Restriction: You cannot copy validation results or validation studies to another project. You can copy sample set methods, validation protocol methods, sample sets, and other such data between all project types.

To select the data to copy, use one of these methods:

- To select a row, click one row of table data, and then right-click > Copy to Project.
- To select multiple, contiguous rows, click the first row in the block. Hold down the Shift key, and click the last row in the block, and then right-click > Copy to Project.
- To select multiple rows that are not contiguous, click the first row, hold down the Ctrl key, click the desired rows, and then right-click > Copy to Project.

Rules for copying methods in projects:

Source and destination	Result
Full Audit Trail to Full audit trail	<p>All versions of the method or methods associated with the selected data are copied and pasted into the destination project (deep copy and paste). You can view or print a summary of the version differences. The Method Properties dialog box displays all versions of a method in the Method History table, starting with the latest version. The Audit Trail dialog box displays the revision history and comments for a specific method version in the Audit Trail table.</p> <p>If a duplicate method is found in the destination project, a warning message asks whether you want to delete the existing method before proceeding. If you click Yes, you can delete the duplicate method, if it is from the same project and data or results are not attached.</p> <p>Exception: If you click Yes, to delete the duplicate method, the existing method is deleted, and the same method is copied again. If, however, the existing method is associated with other objects, it is not deleted, and you cannot copy the method. If you cannot copy the method during the pasting of a result or data, the existing method becomes associated with the data or the result, if the method is from the same project. If the method is from a different project, the copying stops.</p> <p>If any version of the methods fails to be pasted, an error message appears. In such a case, perform one of these actions:</p> <ol style="list-style-type: none"> 1. Click Cancel, to stop pasting. 2. If more files remain to paste, click OK, to move to the next file.

Source and destination	Result
	Note: If no files remain to paste, and you selected more than one project to paste, the pasting continues in the next project.
Full Audit Trail to Non Full audit trail	<p>Only the current method version is copied and pasted (shallow copy and paste), and version-level 1 is assigned in the destination project. If you paste the method again, the version changes incrementally. You cannot access the method property audit trail to view the method history.</p> <p>The sample set and method set methods contain embedded methods whose version numbers change incrementally.</p> <p>During pasting, confirm replacing the methods with the new method or methods by clicking Yes or Yes to All.</p>
Non Full Audit Trail to Full Audit Trail	<p>You cannot copy and paste the file into the destination project.</p> <p>Exception: If you have the Paste Shallow Copies privilege, and the system policy "Don't Allow user to copy from non-FAT project into FAT projects" is disabled, you can copy and paste one method version of the methods within a project (shallow copy and paste). In this case, the rules described in Full Audit Trail to Full Audit Trail apply.</p>
Non Full Audit Trail to Non Full Audit Trail	<p>Only one method version is copied and pasted (shallow copy and paste). During pasting, click Yes or Yes to All, to confirm replacing the method or methods with the new ones.</p>

To copy data from one project to another:

In the Select Project dialog box, select the project or sub-project to which you want to copy data, and click OK.

Alternative: To copy information between projects using the Drag-and-Drop function, open two projects, the source and destination projects, and then drag and drop the data that you want to copy.

To copy preferences from one user and project to another:

1. In Configuration Manager, click View > Copy Preferences.
2. In the Copy Preferences dialog box, select the source user and the source project whose preferences you want to copy.
3. Select the user accounts and projects to whom you want to assign the same preferences.

Tip: Project preferences override individual user preferences. Select individual users or projects, or select all users by clicking Select All.

4. Click OK.

Copying process-only sample set data from one project to another project

When you copy a process-only sample set to another project, the software creates a regular sample set and copies the associated injections, vials, and sample sets. The copied sample set, indicated by the Copied Process Only sample set type, behaves like a conventional sample set in the destination project.

When you copy a process-only sample set containing individual channels and injections, Empower software does not copy any custom field information associated with them. When you copy a process-only sample set comprised of multiple sample sets, the software copies the sample-set-level custom field information only from the first sample set. It does not copy the custom field information from subsequent sample sets.

Deleting a process-only sample set

Deleting a process-only sample set also deletes its associated results and results sets. Deleting a process-only sample set

deletes only the references to injections and channels within it. It does not delete the original data.

Because a process-only sample set references individual injections and those that reside in an acquired sample set, if you want to delete an acquired sample set or individual injections included in a process-only sample set, Empower software displays a message indicating that you must first delete the process-only sample set, before deleting injections or acquired sample sets included in the process-only sample set.

Related Topics

- » [Creating projects](#)
- » [Processing previously acquired data in a process-only sample set](#)