

## Copy Catchment records to another layer

Data can be copied and pasted into other layers from within the **Data View**. The following instructions will give you a step-by-step guide on how to edit data within SKiN.

### Before you Begin

Before you start editing data associated with your Catchments make sure that you have the data set up in a saved project. If you need assistance getting the data into SKiN please refer to the following sections:

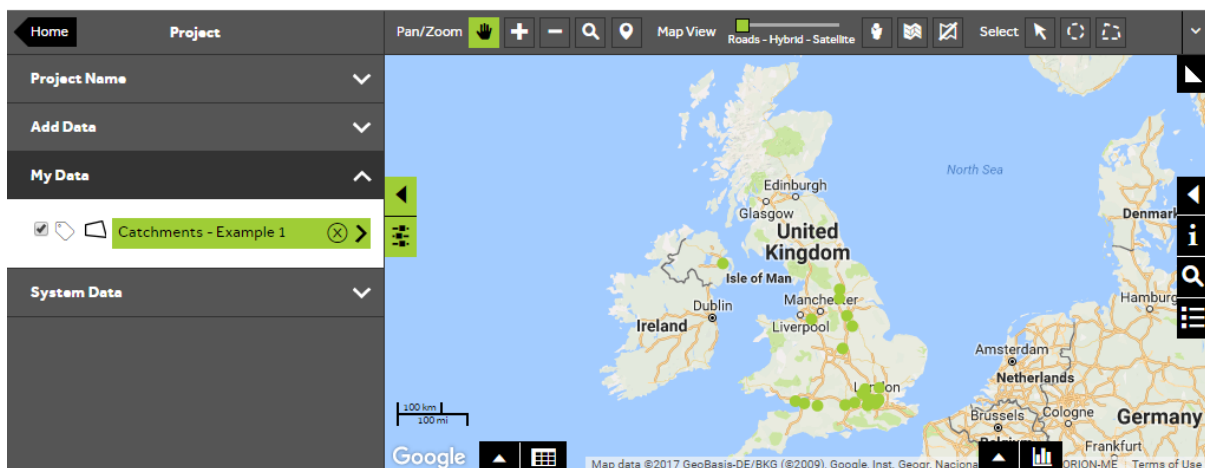
- Catchment Steps - Create a Project
- Catchment Steps - Import Data



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### Select Catchments layer

- To copy data from one layer to another, **Open an existing project** and then **My Data**, click on the layer you wish to change.



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## Open the data grid

- Expand the **data grid** from the bottom of the map, so that you can see the data that you wish to copy.

#	ID	Postcode	Product	Sales Value	Purchases	Rep	Example Calculation
<input type="checkbox"/>	1006580	BT6 9HR	C	897.88	2244.7	Rep 1	2244.
<input type="checkbox"/>	1007277	HP15 6QG	C	264.46	661.15	Rep 1	661.
<input type="checkbox"/>	1063870	W6 9RJ	C	433.96	1084.9	Rep 1	1084.90
<input type="checkbox"/>	1135287	SG13 7NN	C	145.88	364.7	Rep 1	364.70
<input type="checkbox"/>	129252	HG1 4HX	D	763.94	1909.85	Rep 1	1909.85

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## Select and copy records

- Select all of the rows that you want to copy using the **tick boxes** in each row. Alternatively you can use the buttons to the right of the data grid panel to select all or none using the **de/select all** buttons. When you have selected the rows you want to copy, click the **copy** button within the data grid.

#	ID	Postcode	Product	Sales Value	Purchases	Rep	Example Calculation
<input type="checkbox"/>	1006580	BT6 9HR	C	897.88	2244.7	Rep 1	2244.
<input type="checkbox"/>	1007277	HP15 6QG	C	264.46	661.15	Rep 1	661.
<input type="checkbox"/>	1063870	W6 9RJ	C	433.96	1084.9	Rep 1	1084.90
<input checked="" type="checkbox"/>	1135287	SG13 7NN	C	145.88	364.7	Rep 1	364.70
<input type="checkbox"/>	129252	HG1 4HX	D	763.94	1909.85	Rep 1	1909.85

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## Select target layer

- Once you have clicked the **copy layer** button you can then choose the target layer to copy the records to. Choose from the target layer drop down, then click the **tick** to confirm the action.

#	ID	Postcode	Product	Sales Value	Purchases	Rep	Example Calculation
<input checked="" type="checkbox"/>	1006580	BT6 9HR	C	897.88	2244.7	Rep 1	2244.70
<input checked="" type="checkbox"/>	1007277	HP15 6QG	C	264.46	661.15	Rep 1	661.15
<input checked="" type="checkbox"/>	1063870	W6 9RJ	C	433.96	1084.9	Rep 1	1084.90
<input checked="" type="checkbox"/>	1135287	SG13 7NN	C	145.88	364.7	Rep 1	364.70
<input type="checkbox"/>	129252	HG1 4HX	D	763.94	1909.85	Rep 1	1909.85

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## Save and Copy

- Once you have clicked **Confirm**, you will be presented with a notification box, click **Save & Copy** to complete the process. You will now have a new layer with your copied records and associated Catchments in.

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## What do you want to do next?

You may wish to change the label, size or colour of the Catchments based on a particular category within your data, please refer to the following sections for further assistance:

- Refer to: **Catchments Steps - Style Layer - Labels**
- Refer to: **Catchments Steps - Create Radial Catchment**
- Refer to: **Catchments Steps - Style Layer - Colour**
- Contact: **Geoplan Support**