

# How To Copy Administrator Rights To Another User


## How to get there?

Click on System Administration (1), then with you cursor hover over System Administration (2) | Users (3) | Manage Users (4).

- Using the search dialogue boxes search for a user who has administrator rights and that you would like to copy (5).
- Click on the action button (6).
- A small window will open.
- Select View / Edit (7).
- Navigate to and click on Copy User Rights (8).

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 List of Users

Switch Schema

5

Search

Schema

Category

Employee Number

Captain Kurk

Employee Name

Username

Search

Clear

Add New User

Delete

Send Welcome Notification to New Users

| Actions | Username | Name         | Schema                  | Disabled | Locked | Category | Delete |
|---------|----------|--------------|-------------------------|----------|--------|----------|--------|
| 6       |          | Captain Kurk | [4] Orange / Purple (4) |          |        |          |        |

7

View / Edit

Assign Subgroup Access

Assign Reporting Rights

Close

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# What to do?

- Select the From User (1) the user with the administration rights to be copied.
- Select To User (2) the user that will receive the administration rights.
- Then click on Copy User Rights (3).



## Copy User Rights

**i** User rights are copied from one user to another. The user receiving the rights WILL LOSE all previously assigned rights and receive ONLY the rights being copied.

The following rights are copied

- Subgroup Access
- Reporting Rights
- Role Assignment
- HR Processes Access

From User

Captain Kurk (Captain Kurk)



1

To User

Caustic (Caus stic)



2

3

Copy User Rights

Please note: The user receiving the rights WILL LOSE all previously assigned rights and receive ONLY the rights being copied. (4)

- Click on OK (5) when you have read the warning.

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- Ensure that the Successfully Saved (6) message displays.
- The rights are now copied please verify that the user has received all the copied rights



## Copy User Rights

6

[Successfully Saved - 09:35:15 AM]

**i** User rights are copied from one user to another. The user receiving the rights WILL LOSE all previously assigned rights and receive ONLY the rights being copied.

The following rights are copied:

- Subgroup Access
- Reporting Rights
- Role Assignment
- HR Processes Access

From User

Captain Kurk (Captain Kurk)



To User

Caustic (Caus stic)



Copy User Rights

# Verify that the administrator rights were copied

- Navigate back to the users search menu by clicking on Users (1).

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- Using the search dialogue boxes search for the user who received the administrator rights (2).
- Click on Action (3).
- A small window will open.
- Click on View / Edit (4).



## List of Users

Switch Schema

Search

Schema

Employee Number

Username

Category

Employee Name

[Search](#) [Clear](#) [Add New User](#) [Delete](#) [Send Welcome Notification to New Users](#)

| Actions                | Username | Name    | Schema          | Disabled | Locked | Category | Delete                   |
|------------------------|----------|---------|-----------------|----------|--------|----------|--------------------------|
| <a href="#">Action</a> | Caustic  | Caustic | [1] Company (1) |          |        |          | <input type="checkbox"/> |

[View / Edit](#)  
[Assign Subgroup Access](#)  
[Assign Reporting Rights](#)

Close

- Navigate to each of the relevant menus to ensure that the rights were copied (5).

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