How To Copy Administrator Rights To Another User

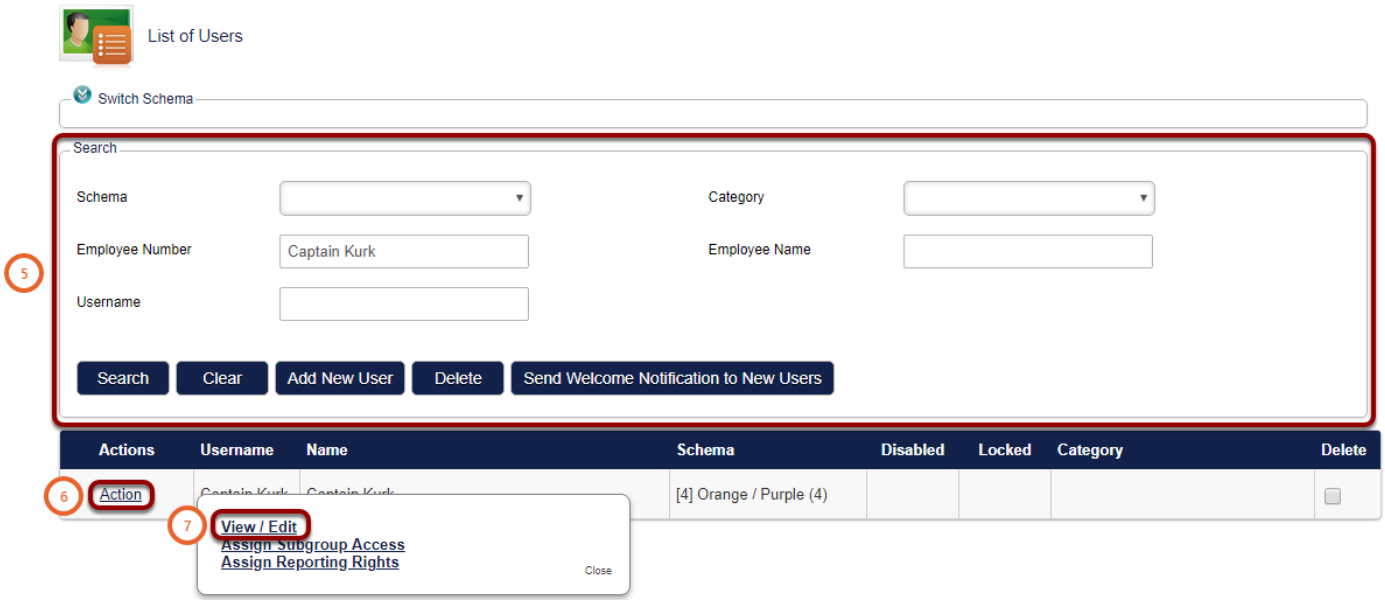
How to get there?

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).

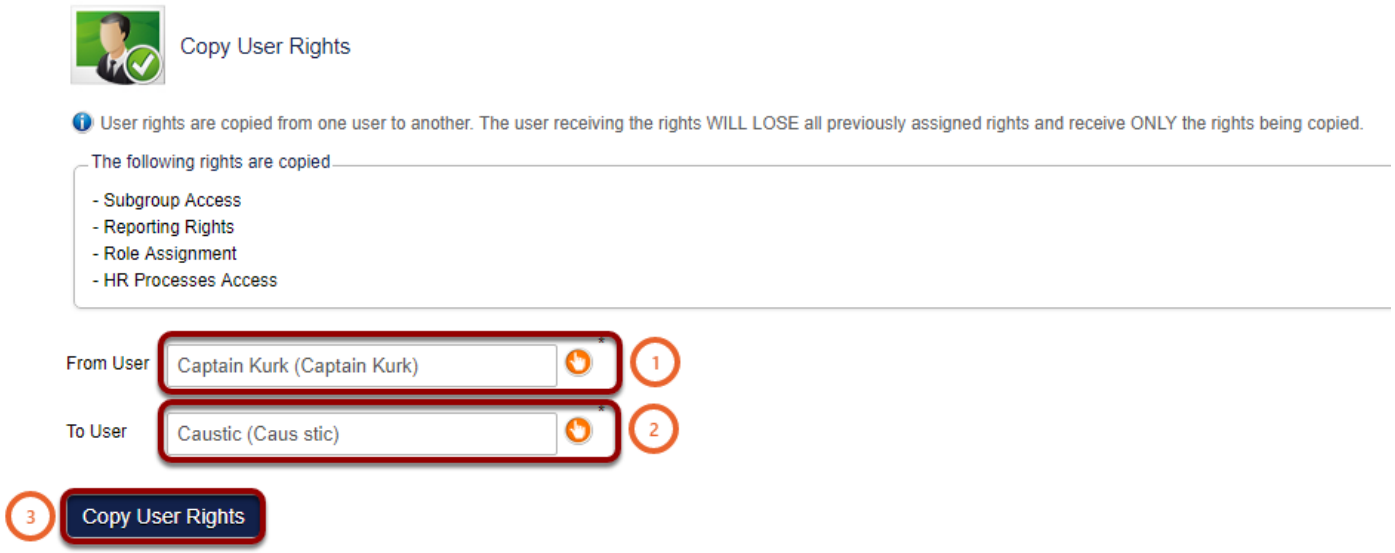






What to do?

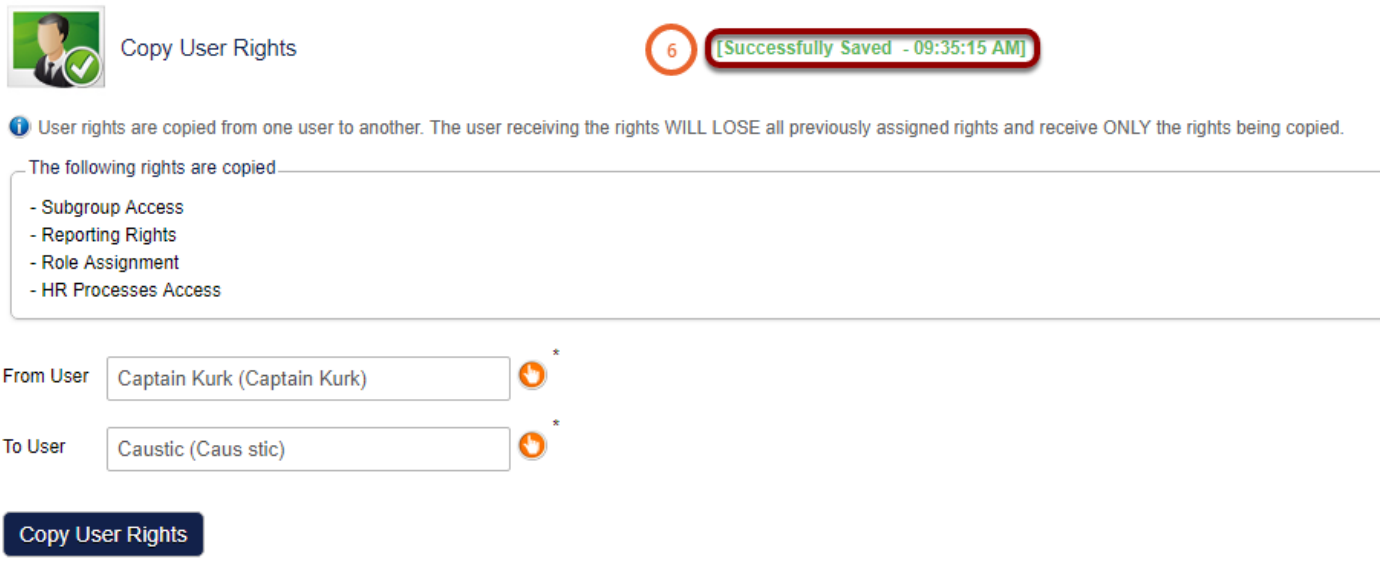
- Select the From User (1) the user with the administration rights to be copied.
- Select To User (2) the user that will receive the administration rights.
- Then click on Copy User Rights (3).



> 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.

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

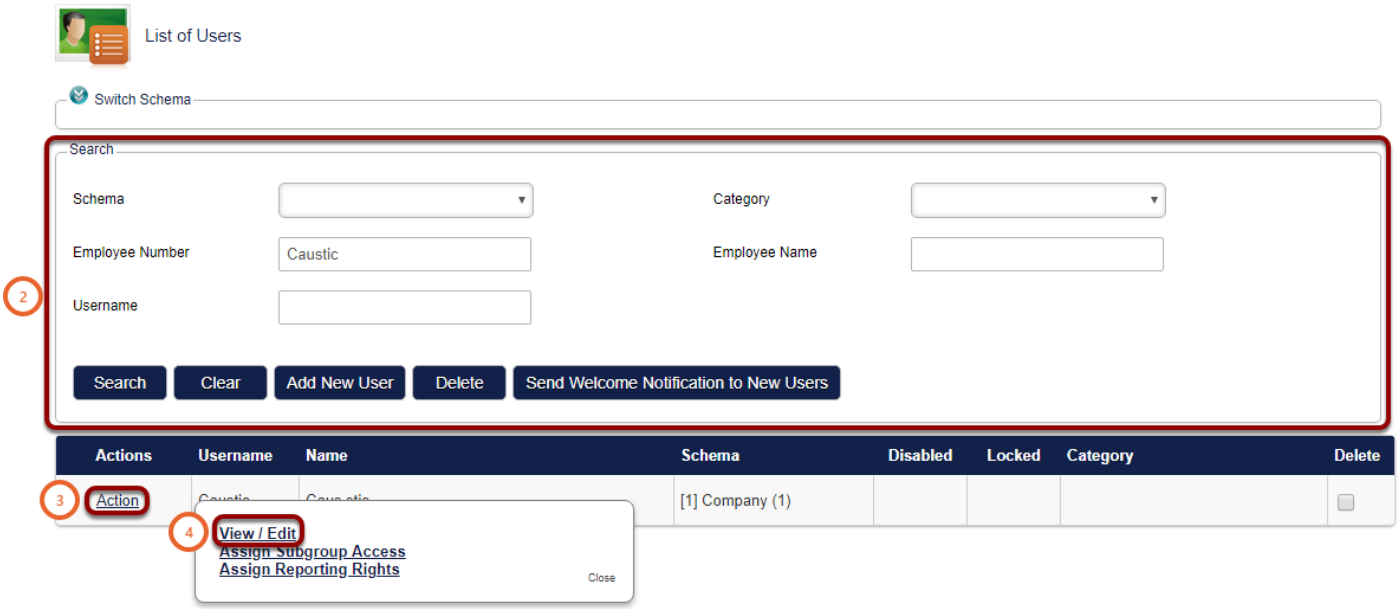


Verify that the administrator rights were copied

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



- 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).



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



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