

How To Copy Administrator Rights To Another User

How to get there?

Click on System Administration (1), then with your 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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The screenshot shows the 'List of Users' interface. At the top, there is a 'Switch Schema' dropdown. Below it is a search area with a red border. The search area contains the following fields and buttons:

- Schema:
- Category:
- Employee Number:
- Employee Name:
- Username:
- Buttons: Search, Clear, Add New User, Delete, Send Welcome Notification to New Users

Below the search area is a table with the following columns: Actions, Username, Name, Schema, Disabled, Locked, Category, Delete. The first row of data is:

Actions	Username	Name	Schema	Disabled	Locked	Category	Delete
Action	Captain Kurk	Captain Kurk	[4] Orange / Purple (4)				<input type="checkbox"/>

A tooltip is open over the 'Action' button, showing the following options:

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

The 'View / Edit' option is highlighted with a red circle and the number 7. The 'Action' button is highlighted with a red circle and the number 6. The search area is highlighted with a red circle and the number 5.

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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 (Caustic)



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



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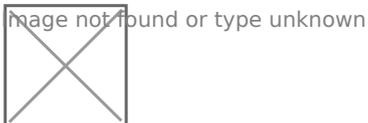
From User 

To User 

Copy User 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).

Switch Schema

Search

Schema Category

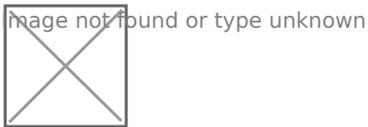
Employee Number Employee Name

Username

Actions	Username	Name	Schema	Disabled	Locked	Category	Delete
<input type="button" value="Action"/>	Caustic	Caustic	[1] Company (1)				<input type="checkbox"/>

[Assign Subgroup Access](#)
[Assign Reporting Rights](#)

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



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