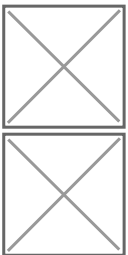


# How To Copy Administrator Rights To Another User

## 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).



List of Users

Switch Schema

Search

Schema  Category

Employee Number  Employee Name

Username

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

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

Close



# 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.




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

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](#)

Close

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



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