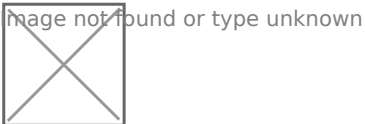


# Manage Users - Copy User Rights

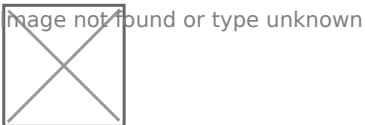
Properly defining a user's subgroups, access rights, roles etc. is a time-consuming business. Fortunately, one user's user profile can be copied across to other users.

Open the List of Users screen and select the user to assign subgroup access.

- Select **Copy User Rights** from the side menu bar to display the Copy User Rights screen.



- Select the user to receive the new set of access rights.
- Click **Copy User Rights** to copy all the rights from the current user to the selected user.



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Revision #3

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