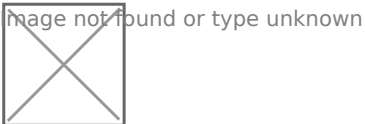


Manage Users - Copy User Rights

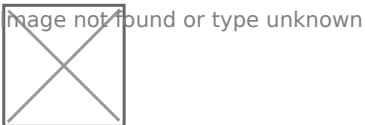
Properly defining a user's subgroups, access rights, roles etc. is a time-consuming business. Fortunately, one user's user profile can be copied across to other users.

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.



Revision #3

Created 27 March 2021 14:14:03 by Lizette Lotter

Updated 24 November 2022 11:26:18