

Clone a User ID

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Cloning Users is a time saver!

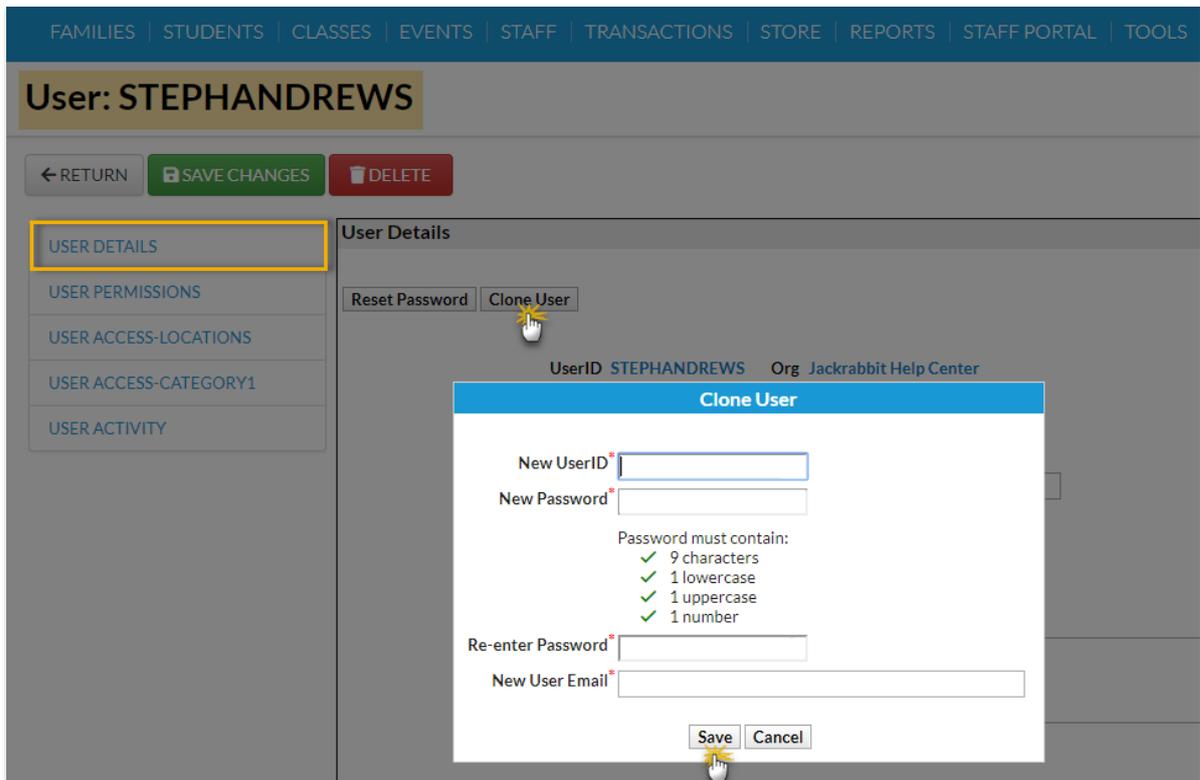
Set up one *User ID* with permissions and click the **Clone User** button to create more users with the same permissions.

1. Point to **Tools** and select **Manage Users & Permissions**.
2. Use the **User ID** link to access the profile of the User ID you want to clone.

The screenshot shows the 'Edit Settings' page with the 'TOOLS' menu open. The 'Manage Users & Permissions' option is highlighted. Below the menu, the 'Manage Users' table is displayed with the following data:

	UserID	First Name	Last Name	Email	Role(s)	Ph			
1	camillejohns	Camille	Johns	cjohns@email.com					
2	dlharris	Dianne	Harris	dlinth@gmail.com					
3	evasargeant	Eva	Sargeant	esargeant@email.com					
4	stephandrews	Stephanie	Andrews	stephandrewsjr@gmail.com	Office Staff	(704) 683-1672	12/27/2017 10:39:00 AM	12/27/2017 1:39:00 PM	Normal

3. Select the **Clone User** button.



4. Enter the **New UserID**.
 5. Enter a **New Password** and re-enter it.
 6. Add the **email address** for the user.
 7. Click **Save** and **OK** in the confirmation window.
 8. When the cloned user's *User Details* page opens, add their first name, last name, etc.
 9. **Save Changes**.
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