Duplicate User Group (W5)

[This version is superseded. Click here to view the latest guide.]

PURPOSE

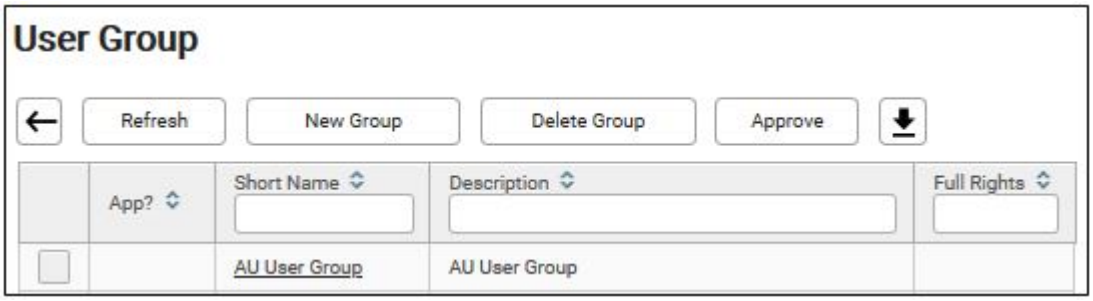
This document shows the detailed procedure on how to duplicate a user group.

WHY IS THIS IMPORTANT?

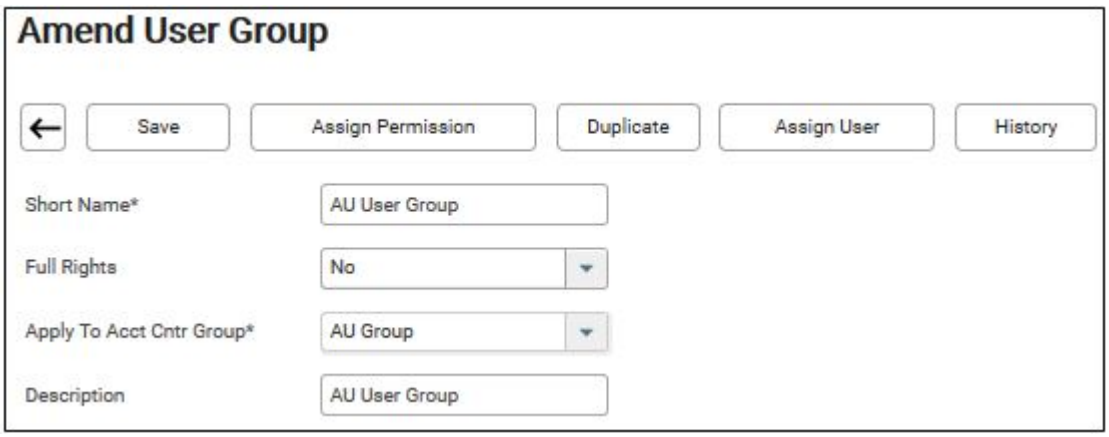
This allows duplication of user group and its permissions in a quick manner and saves user time.

PROCEDURE

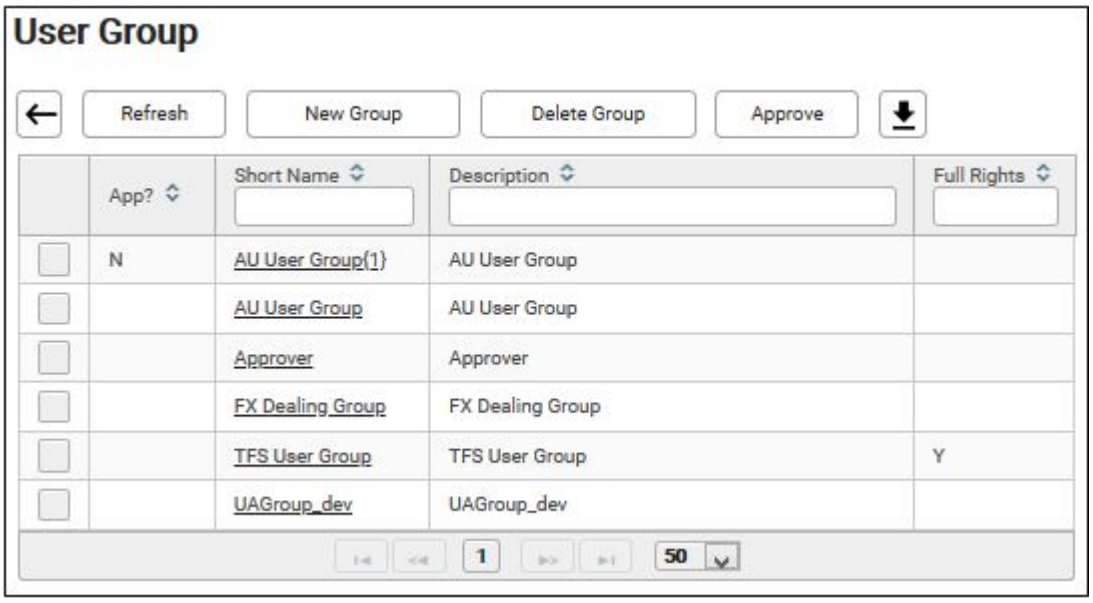
1. From the User Group screen, click on the short name of the user group to duplicate.



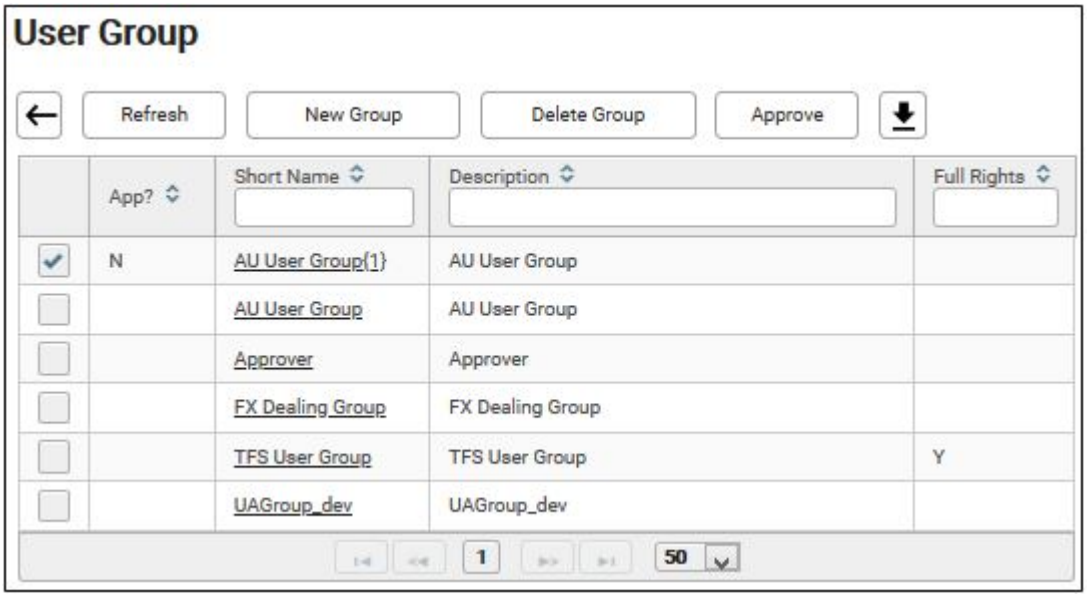
2. In this example, AU User Group will be duplicated. The Amend User Group menu will be displayed.



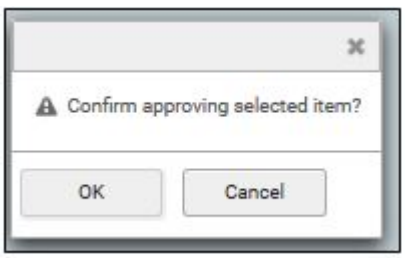
3. Click Duplicate. The User Group main screen will be displayed. The copied user group will have {1} beside its short name.



4. Click the tick box beside the N to approve. Click Approve.

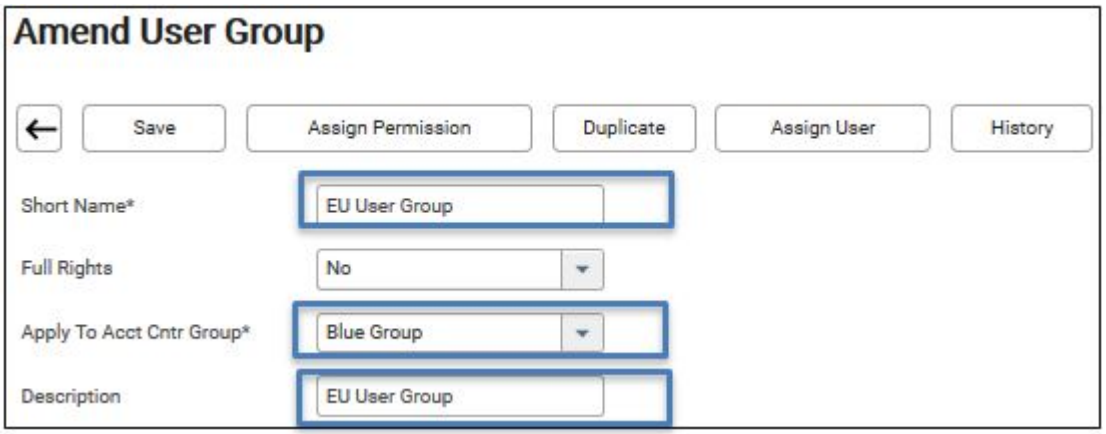


5. A popup appears, click OK.

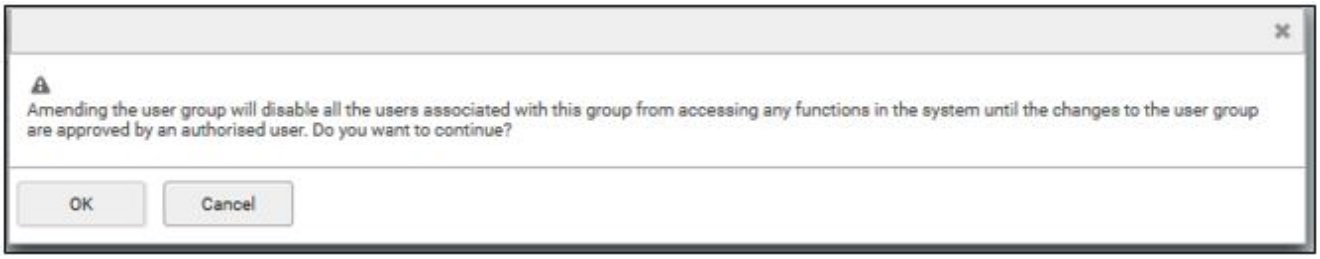


6. To amend the short name and change or assign accounting centre groups, click on the Short Name from the User Group screen and the Amend User Group will be displayed.

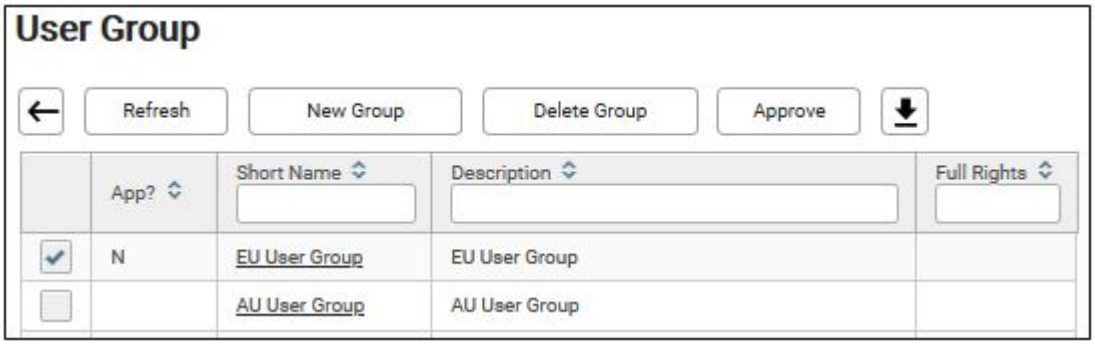
7. Change the Short Name and Acct Cntr Group.



8. Click Save. A popup appears, click OK.



9. Approve the amendment by clicking the tick box beside the N in App? and clicking Approve.



FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

User Groups and Assigning Permission

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
20-Mar-2017	Clarissa	Reformatted and rewritten.
27-Nov-2019	Lyra	Updated Screenshots.