

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[This version is superseded.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.

User Group

←

Refresh

New Group

Delete Group

Approve

⬇

	App? ⬇	Short Name ⬇	Description ⬇	Full Rights ⬇
<input type="checkbox"/>		AU User Group	AU User Group	

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

Amend User Group

←

Save

Assign Permission

Duplicate

Assign User

History

Short Name*

AU User Group

Full Rights

No

▼

Apply To Acct Cntr Group*

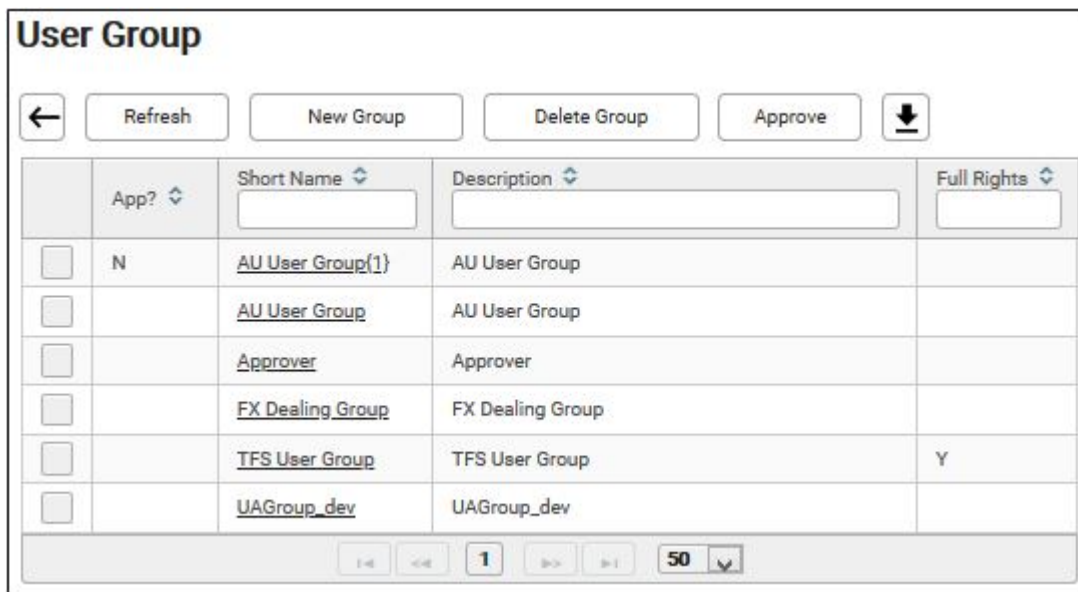
AU Group

▼

Description

AU User Group

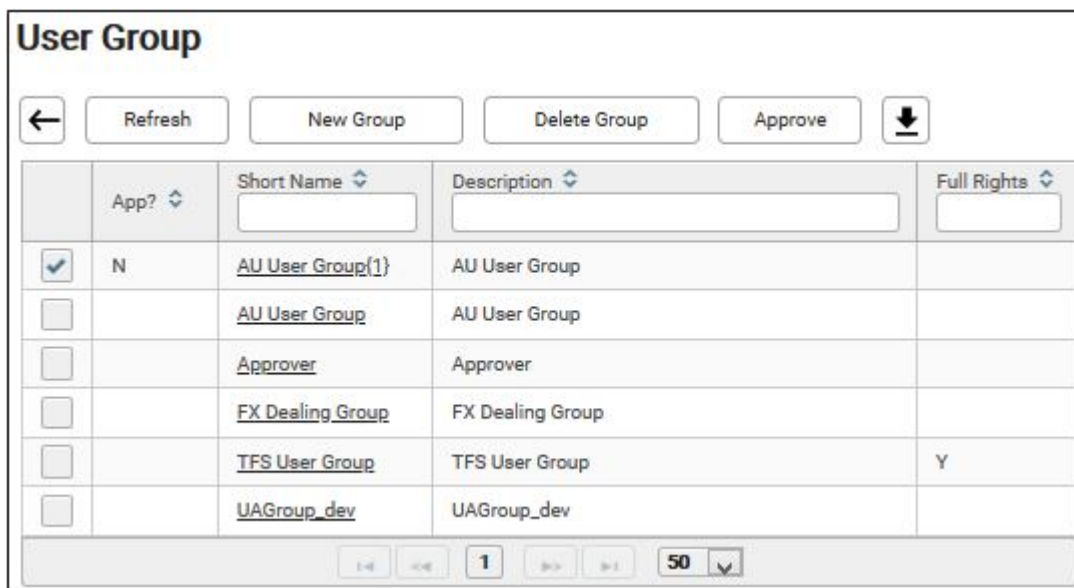
3. Click Duplicate. The User Group main screen will be displayed. The copied user group will have {1} beside its short name.



The screenshot shows the 'User Group' main screen. At the top, there are buttons for 'Refresh', 'New Group', 'Delete Group', 'Approve', and a download icon. Below these is a table with columns: 'App?', 'Short Name', 'Description', and 'Full Rights'. The table contains six rows of user groups. The first row is selected, and its 'App?' column contains 'N'. The 'Short Name' column contains 'AU User Group{1}' and the 'Description' column contains 'AU User Group'. The 'Full Rights' column is empty for this row. The other rows are: 'AU User Group', 'Approver', 'FX Dealing Group', 'TFS User Group' (with 'Y' in 'Full Rights'), and 'UAGroup_dev'. At the bottom, there are pagination controls showing '1' of '50' items.

	App? ▾	Short Name ▾	Description ▾	Full Rights ▾
<input checked="" type="checkbox"/>	N	AU User Group{1}	AU User Group	
<input type="checkbox"/>		AU User Group	AU User Group	
<input type="checkbox"/>		Approver	Approver	
<input type="checkbox"/>		FX Dealing Group	FX Dealing Group	
<input type="checkbox"/>		TFS User Group	TFS User Group	Y
<input type="checkbox"/>		UAGroup_dev	UAGroup_dev	

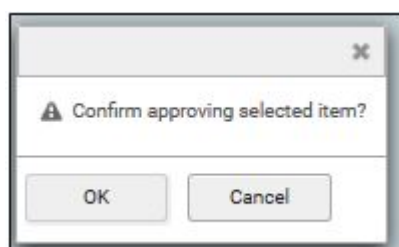
4. Click the tick box beside the N to approve. Click Approve.



This screenshot is identical to the previous one, but the first row is now selected with a checked checkbox in the first column. The 'App?' column still contains 'N'. The 'Short Name' column contains 'AU User Group{1}' and the 'Description' column contains 'AU User Group'. The 'Full Rights' column is empty for this row. The other rows are: 'AU User Group', 'Approver', 'FX Dealing Group', 'TFS User Group' (with 'Y' in 'Full Rights'), and 'UAGroup_dev'. At the bottom, there are pagination controls showing '1' of '50' items.

	App? ▾	Short Name ▾	Description ▾	Full Rights ▾
<input checked="" type="checkbox"/>	N	AU User Group{1}	AU User Group	
<input type="checkbox"/>		AU User Group	AU User Group	
<input type="checkbox"/>		Approver	Approver	
<input type="checkbox"/>		FX Dealing Group	FX Dealing Group	
<input type="checkbox"/>		TFS User Group	TFS User Group	Y
<input type="checkbox"/>		UAGroup_dev	UAGroup_dev	

5. A popup appears, click OK.

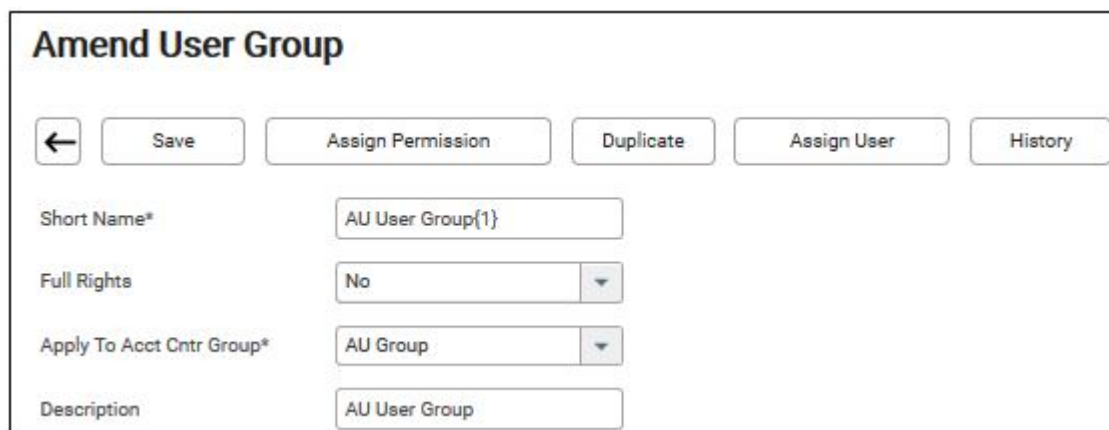


The screenshot shows a small confirmation dialog box with a title bar containing a close button (X). The dialog contains a warning icon (triangle with exclamation mark) and the text 'Confirm approving selected item?'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

Confirm approving selected item?

OK Cancel

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.



Amend User Group

← Save Assign Permission Duplicate Assign User History

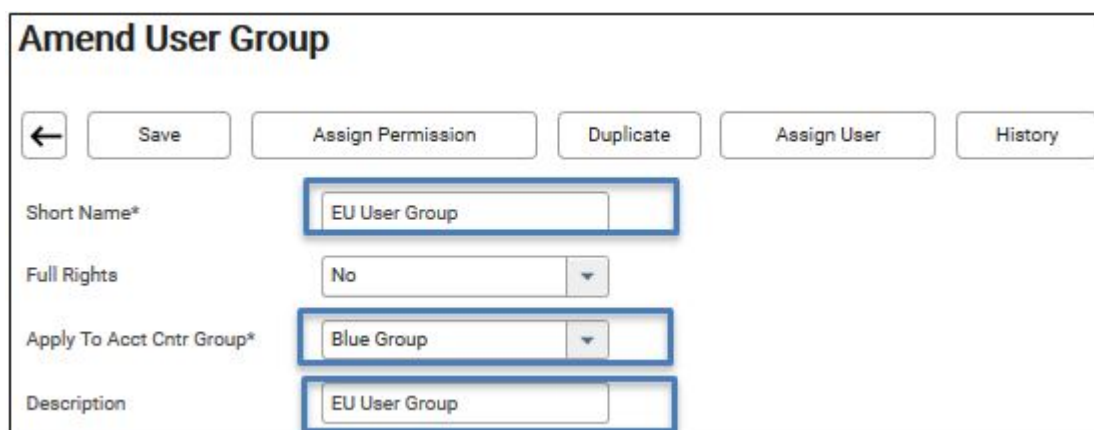
Short Name* AU User Group{1}

Full Rights No

Apply To Acct Cntr Group* AU Group

Description AU User Group

7. Change the Short Name and Acct Cntr Group.



Amend User Group

← Save Assign Permission Duplicate Assign User History

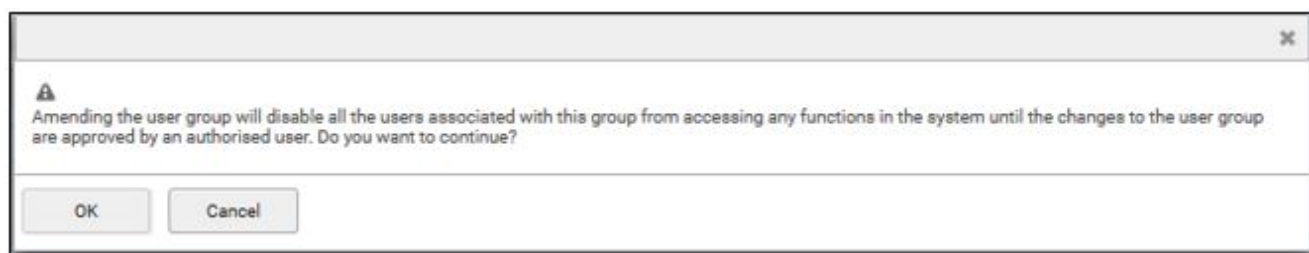
Short Name* EU User Group

Full Rights No

Apply To Acct Cntr Group* Blue Group

Description EU User Group

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



⚠

Amending the user group will disable all the users associated with this group from accessing any functions in the system until the changes to the user group are approved by an authorised user. Do you want to continue?

OK Cancel

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

User Group

←

Refresh

New Group

Delete Group

Approve

↓

	App? ↕	Short Name ↕	Description ↕	Full Rights ↕
<input checked="" type="checkbox"/>	N	EU User Group	EU User Group	
<input type="checkbox"/>		AU User Group	AU User Group	

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.