

# Duplicate User Group

[See previous W5 version guide](#)

## **PURPOSE**

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

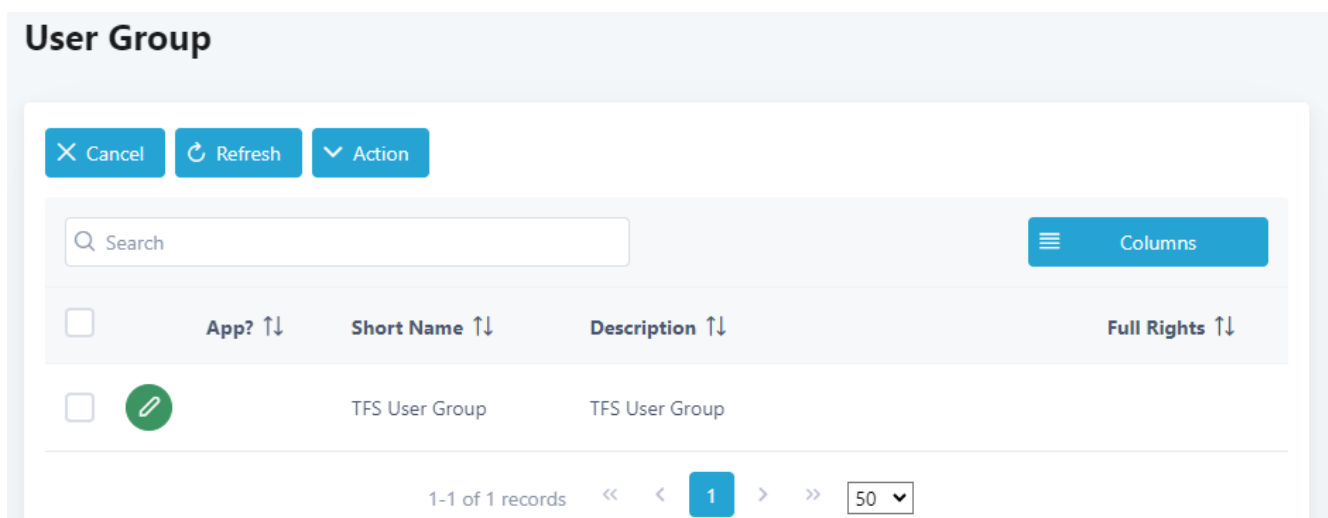
## **WHY IS THIS IMPORTANT?**

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 Edit button of the user group to duplicate.



2. In this example, TFS User Group will be duplicated. The Amend User Group screen will be displayed.

## Amend User Group

✕ Cancel

💾 Save

👤 Assign Permission

📄 Duplicate

👤 Assign User

☰ History

Short Name\*

TFS User Group

Full Rights

No



Apply To Acct Cntr Group\*

TFS Group



Description

TFS User Group

3. Click Duplicate. The User Group listing screen will be displayed. The duplicated user group will have {1} appended to its short name.

## User Group

✕ Cancel

🔄 Refresh

▼ Action

🔍 Search



Columns



App? ↑↓

Short Name ↑↓

Description ↑↓

Full Rights ↑↓



N

TFS User Group{1}

TFS User Group



TFS User Group

TFS User Group

1-2 of 2 records

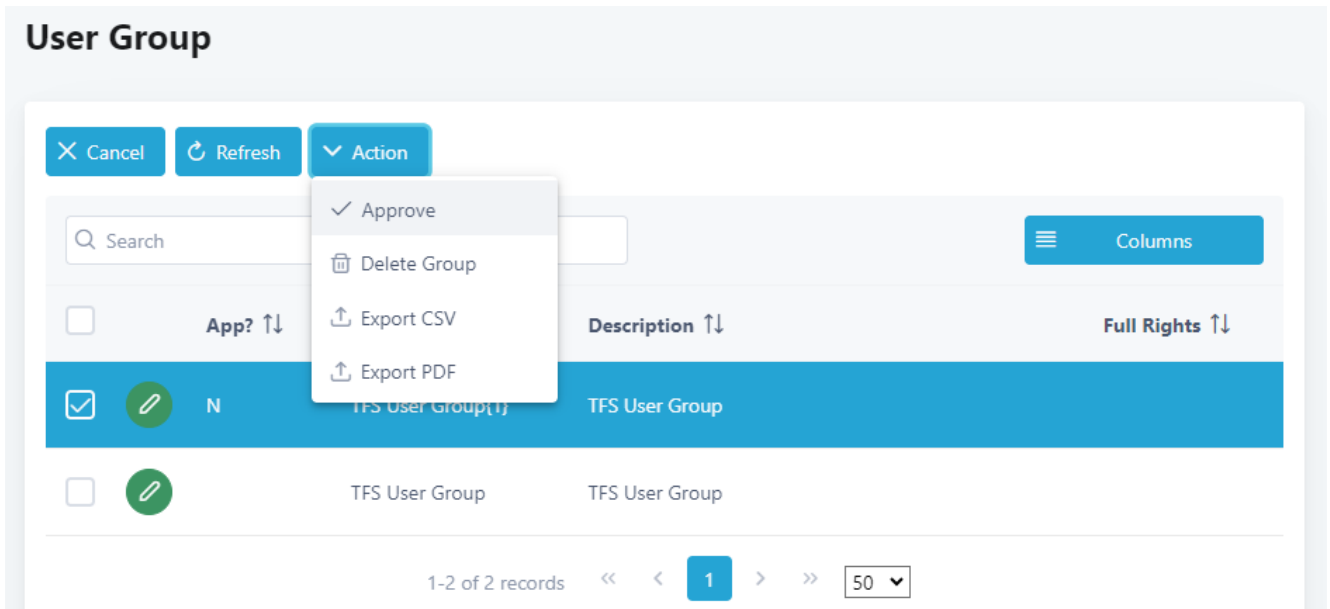


1



50 ▼

4. Click the tick box of the newly duplicated user group then click Action and Approve.



5. A popup appears, click Yes.

### Confirmation



Confirm approving selected item?

✓ Yes

✗ No

6. To amend the short name and change or assign accounting centre group, click on the Edit button of the duplicated user group from the User Group listing screen and the Amend User Group screen will be displayed.

## Amend User Group

 Cancel  Save  Assign Permission  Duplicate  Assign User  History

Short Name\*

Full Rights

Apply To Acct Cntr Group\*

Description

7. Change the Short Name, Accounting Centre Group and Description accordingly.

## Amend User Group

 Cancel  Save  Assign Permission  Duplicate  Assign User  History

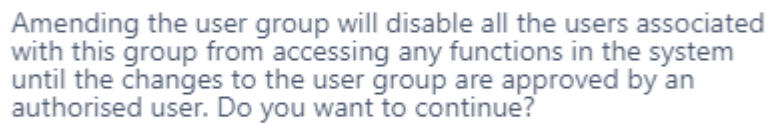
Short Name\*

Full Rights

Apply To Acct Cntr Group\*

Description

8. Click Save. A popup appears, click Yes to continue.



**X No**

## User Group

Cancel
Refresh
Action

Columns

<input type="checkbox"/>	App? ↑↓	Description ↑↓	Full Rights ↑↓
<input checked="" type="checkbox"/>	N	PINE User Group	PINE User Group
<input type="checkbox"/>		TFS User Group	TFS User Group

1-2 of 2 records
<<
<
1
>
>>
50

## RELATED INFORMATION

## CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
20-Mar-2017	Clarissa	Rewritten. Reformatted.
27-Nov-2019	Lyra	Updated screenshots.
14-Jun-2023	TS	Updated to W6 instructions and screenshots.