# How to Duplicate a User Role

- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager folder then click User Roles
  3. Select one user role or Create New User Role type
- 4. Click **Duplicate** toolbar button User Role - ADMIN

N	ew Sa	ive S	earch	Undo	Delete		Import	Report	Close		
Γ	Details	User	's A	udit Log	(30)						
F	Role Name * ADMIN								Role Type	* Administrator	~
Description Do not use in Production. For Demo Purposes Only.											

Duplicate record will be displayed with the same values with the original one. Duplicated User Role name will have the DUP: <original name>

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ew Save Search Undo Delete Duplicate Import Report Close	
Details Users Audit Log (0)	
Role Name * DUP: ADMIN Role Type * Ar	ministrator
Description Do not use in Production. For Demo Purposes Only.	
Menu Layout Screen Permissions Control Permissions Sub Roles	
Master Menu	
☑ Select All 🗌 Clear All 🛆 Up 🗢 Down Filter Menu	
🖌 😠 Dashboard	A
System Manager	
🗸 😠 Common Info	
🗹 😠 General Ledger	
Financial Reports	
Cash Management	
🗹 😠 Credit Card Recon	
Inventory	
✓ 😠 Purchasing (A/P)	
Sales (A/R)	
🖌 😠 Payroll	
V 😠 Notes Receivable	
Contract Management	
	A Page 1 of 2

- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager folder then click User Roles

#### 3. Select one user role or Create New User Role type

User Role - ADMIN								
New Save Search Undo Delete Duplicate Import Export Clo	se							
Details Users Audit Log (1)								
Role Name: ADMIN	Role Type: Administrator 🗸							
Description: Do not use in Production. For Demo Purposes Only.								
Menu Structure Screen Permissions Control Permissions Sub Role	es							
Master Menu	Role Menu Preview							
Select All Clear All Filter Menu	System Manager							
🗹 😠 System Manager	Common Info							
🗹 🖩 Common Info	Dashboard							
🗹 🗄 Dashboard	General Ledger							
🗹 🗄 General Ledger	Financial Reports							
✓	Cash Management							
🗹 🗈 Cash Management	Credit Card Reconciliation							
✓ 😟 Credit Card Reconciliation	Inventory							
🗹 🗉 Inventory	Purchasing							
🗹 🗄 Purchasing	Sales							
✓	Payroli							
🗹 😠 Payroll	Notes Receivable							
🗹 🗃 Notes Receivable	- Grain							
🗹 🖬 Grain	Contract Management							
✓ 🖬 Contract Management 🗸	Risk Management							
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4. Click Duplicate toolbar button

User Role - ADMIN							
New Save Search Undo Delete Duplicate Import Export Close							
Details Users Audit Log (1)							
Role Name: ADMIN Role Type: Administrator	~						
Description: Do not use in Production. For Demo Purposes Only.							

Duplicate record will be displayed with the same values with the original one. Duplicated User Role name will have the DUP: <original name>



1. Log in as Admin user

# On user's menu panel, go to System Manager folder then click User Roles Select one user role or Create New User Role type

New Save Search Undo Delete Duplicate Close											
Details Audit Log (10)											
Role Name: ADMIN	Role Type: Administrator	~									
Description: Do not use in Production. For Demo Purposes Only.											
Menu Structure Screen Permissions Control Permissions	nu Structure Screen Permissions Control Permissions										
Master Menu	Role Menu Preview										
Select All 🗌 Clear All 🛛 Filter Menu	System Manager	<u>^</u>									
System Manager	Common Info										
Common Info	Dashboard										
Dashboard	General Ledger										
🗹 😠 General Ledger	Financial Reports										
Financial Reports	Cash Management										
🖌 🗉 Cash Management	Credit Card Reconciliation										
🗹 🖶 Credit Card Reconciliation	Inventory										
🗹 🖶 Inventory	Purchasing										
Purchasing	■ Sales										
Sales	Payroll										
Payroll	Notes Receivable										
Votes Receivable	Grain Grain										
Grain	Contract Management										
Contract Management	Risk Management										
Risk Management	B Scale										
Scale	Logistics										
Logistics	Manufacturing										
Manufacturing	Tank Management	-									
•	•	•									
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### 4. Click Duplicate toolbar button



- 1. Log in as Admin user
- 2. On user's menu panel, go to System Manager folder then click User Roles

**3.** Select one user role or Create New User Role type



5. Click Save toolbar button