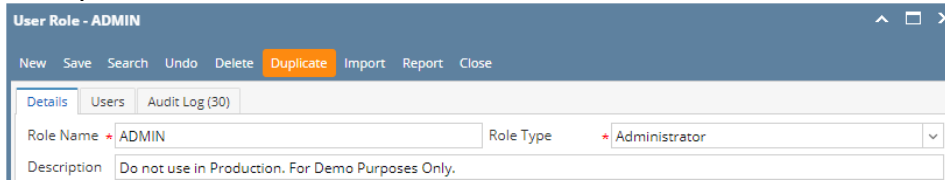
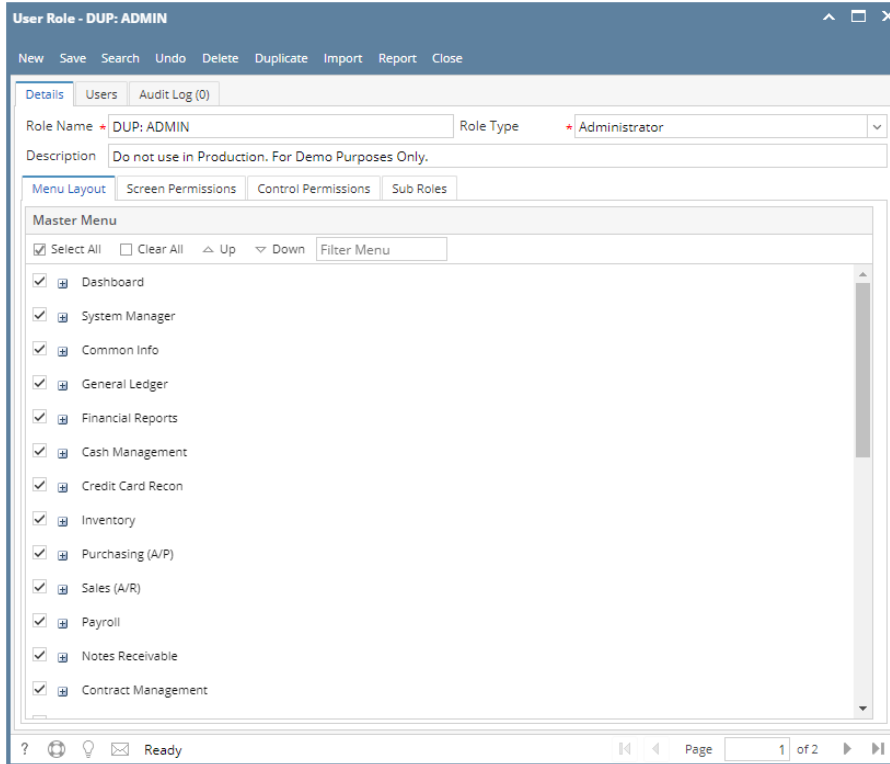


How to Duplicate a User Role

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

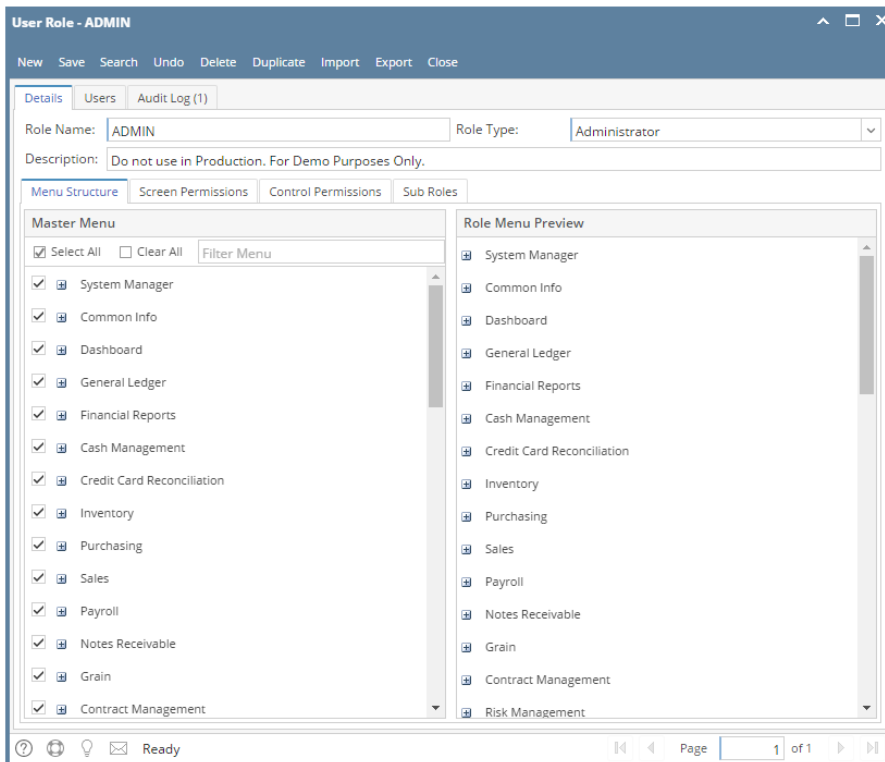


Duplicate record will be displayed with the same values with the original one. Duplicated User Role name will have the **DUP: <original name>**



1. Log in as **Admin user**
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 Close

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 Roles

Master Menu

☒ Select All ☐ Clear All Filter Menu

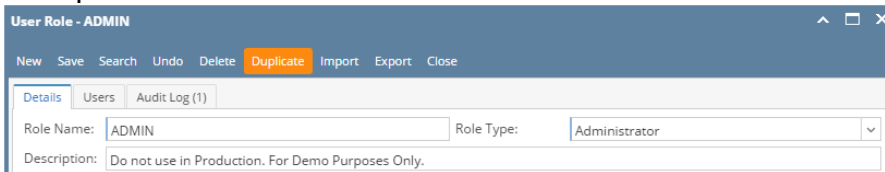
- ☒ System Manager
- ☒ Common Info
- ☒ Dashboard
- ☒ General Ledger
- ☒ Financial Reports
- ☒ Cash Management
- ☒ Credit Card Reconciliation
- ☒ Inventory
- ☒ Purchasing
- ☒ Sales
- ☒ Payroll
- ☒ Notes Receivable
- ☒ Grain
- ☒ Contract Management

Role Menu Preview

- System Manager
- Common Info
- Dashboard
- General Ledger
- Financial Reports
- Cash Management
- Credit Card Reconciliation
- Inventory
- Purchasing
- Sales
- Payroll
- Notes Receivable
- Grain
- Contract Management
- Risk Management

Ready Page 1 of 1

4. Click Duplicate toolbar button



User Role - ADMIN

New Save Search Undo Delete Duplicate Import Export Close

Details Users Audit Log (1)

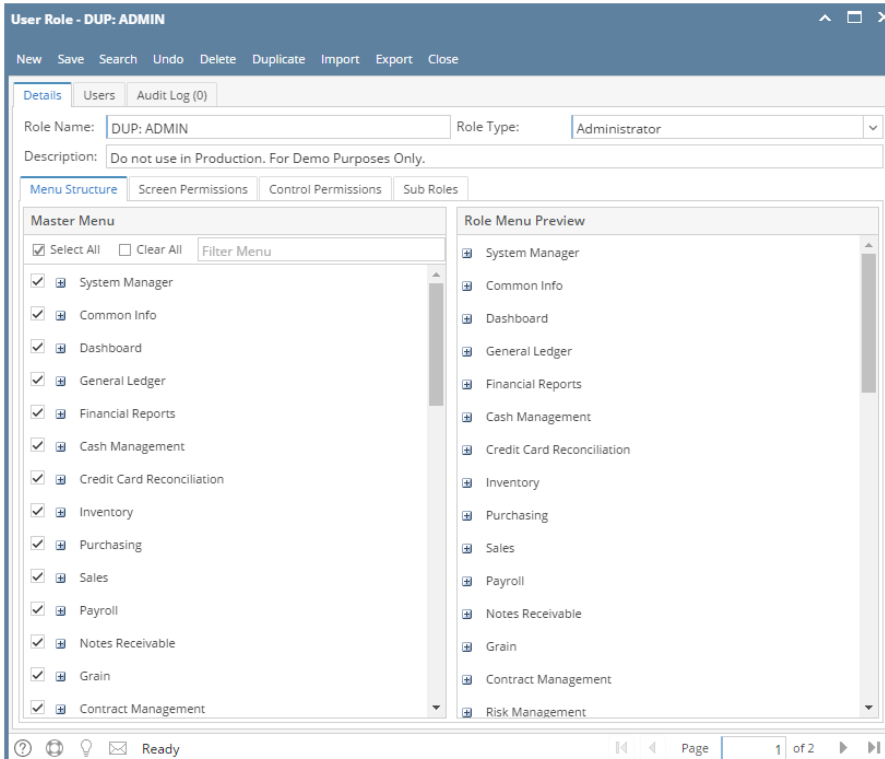
Role Name: ADMIN Role Type: Administrator

Description: Do not use in Production. For Demo Purposes Only.

Menu Structure Screen Permissions Control Permissions Sub Roles

Ready Page 1 of 1

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



User Role - DUP: ADMIN

New Save Search Undo Delete Duplicate Import Export Close

Details Users Audit Log (0)

Role Name: DUP: ADMIN Role Type: Administrator

Description: Do not use in Production. For Demo Purposes Only.

Menu Structure Screen Permissions Control Permissions Sub Roles

Master Menu

☒ Select All ☐ Clear All Filter Menu

- ☒ System Manager
- ☒ Common Info
- ☒ Dashboard
- ☒ General Ledger
- ☒ Financial Reports
- ☒ Cash Management
- ☒ Credit Card Reconciliation
- ☒ Inventory
- ☒ Purchasing
- ☒ Sales
- ☒ Payroll
- ☒ Notes Receivable
- ☒ Grain
- ☒ Contract Management

Role Menu Preview

- System Manager
- Common Info
- Dashboard
- General Ledger
- Financial Reports
- Cash Management
- Credit Card Reconciliation
- Inventory
- Purchasing
- Sales
- Payroll
- Notes Receivable
- Grain
- Contract Management
- Risk Management

Ready 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 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

Master Menu

☒ Select All ☐ Clear All Filter Menu

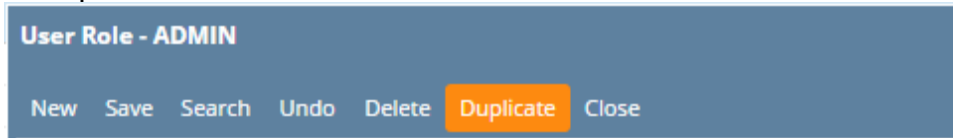
- ☒ System Manager
- ☒ Common Info
- ☒ Dashboard
- ☒ General Ledger
- ☒ Financial Reports
- ☒ Cash Management
- ☒ Credit Card Reconciliation
- ☒ Inventory
- ☒ Purchasing
- ☒ Sales
- ☒ Payroll
- ☒ Notes Receivable
- ☒ Grain
- ☒ Contract Management
- ☒ Risk Management
- ☒ Scale
- ☒ Logistics
- ☒ Manufacturing

Role Menu Preview

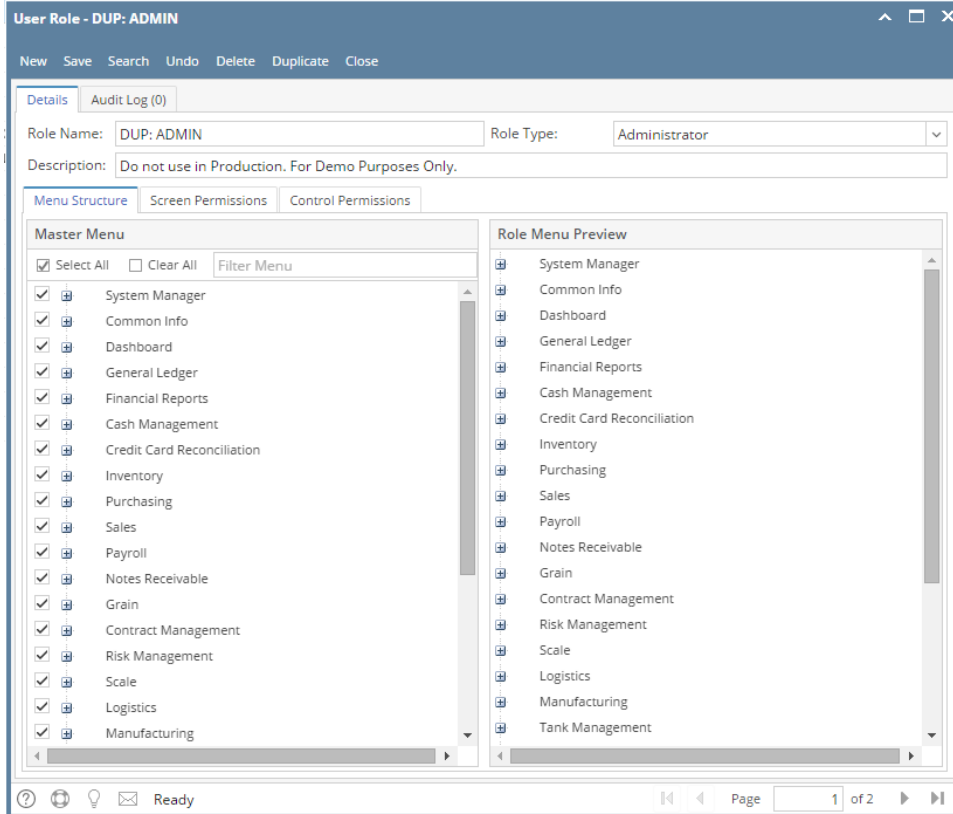
- System Manager
- Common Info
- Dashboard
- General Ledger
- Financial Reports
- Cash Management
- Credit Card Reconciliation
- Inventory
- Purchasing
- Sales
- Payroll
- Notes Receivable
- Grain
- Contract Management
- Risk Management
- Scale
- Logistics
- Manufacturing
- Tank Management

Ready Page 1 of 1

4. Click **Duplicate** toolbar button

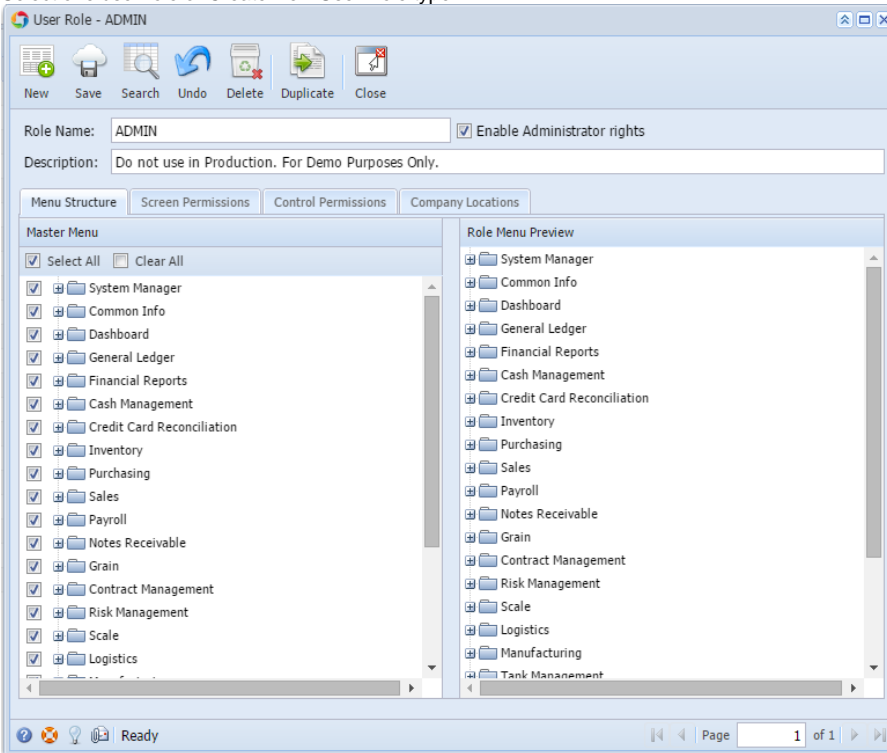


Duplicate record will be displayed with the same values with the original one. Duplicated User Role name will have the **DUP: <original name>**

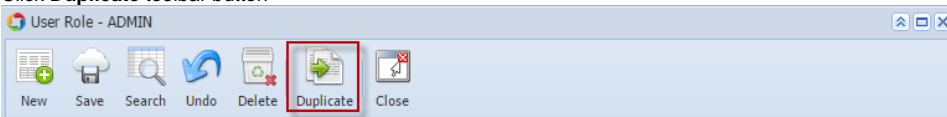


1. Log in as **Admin user**
2. On user's menu panel, go to **System Manager** folder then click **User Roles**

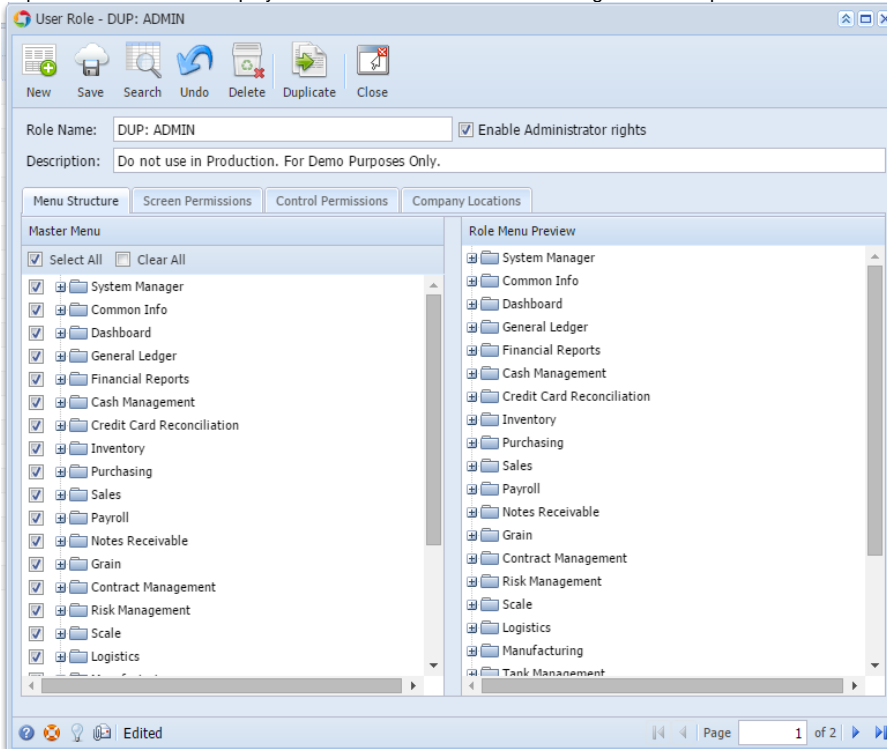
3. Select one user role or Create New User Role type



4. Click **Duplicate** toolbar button



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



5. Click **Save** toolbar button