

Cloning User Permissions is a great time saver!

Set up one *User ID* with permissions and click the **Clone User Permissions** button to create more users with the same permissions. For example, when a new Office Staff member is hired and you want to be sure they have the correct User Permissions, clone another Office Staff member's User Permissions.

- 1. Go to the Gear (icon) > Settings > Users & Permissions (left menu) > select a User ID under Manage Users.
- 2. Click the **User ID** link to access the profile of the User ID whose permissions you want to clone.

eneral Settings							
SELF CHECK-IN		age Users it user permissions or lin	nit access to Locations of	r Category1, click t	he UserID to edit (provided you have this perm	ission).	
CLOSED DATES	Add	User					
DASHBOARD ANNOUNCEMENTS	View	/ 1 - 18 of 18	🛢 Print 🖻 Expo	rt Ø Refresh	3 columns hidden Show/Hide Columns		
		UserID	First Name	Last Name	Email	Role(s)	Phone
DROP-DOWN LISTS		Search	Search	Search	Search	Search	Search
BUSINESS LOCATIONS	1	509798Support	Jackrabbit	rabbit Tech donotdelete@jackrabbittech.com		Other	
	2	asmithproto	Amber	Smith	smith@jackrabbittech.com	Owner	
NOTIFICATIONS	3	<u>cbova</u>	Carol	Barnhardt	cb@jackrabbittech.com	Manager/Director	
ORGANIZATION DEFAULTS	4	<u>csjbartlett</u>	Jan	Bart	jbart@jackrabbittech.com	Other	
	5	hannahs	Hannah	Smith	education@jackrabbittech.com	Manager/Director	
ORGANIZATION LOGO	6	hbarnhardt	Heather	Barnhardt	hbarnhardt@email.com	Owner	
	7	helpcenter	Sandi	Olson	solson@jackrabbittech.com	Owner	
STATEMENTS		kateelliott	Kate	Elliott	kelliott@jackrabbittech.com	Manager/Director	
TEXT MESSAGES	9	kbarnhardt	Kendra	Barnhardt	kbarnhardt@email.com	Owner	
	10	lschuetteproto	Lisa	Schuette	lschuette@jackrabbittech.com	Other	
TUITION SETTINGS	11	Iwallace	Livy	Wallace	wallacelivy@gmail.com	Office Staff, Instructor/Coach	
	12	mþa 🏹 in	Marie	O'Brien	mbal@jackrabbittech.com	Owner	
USER-DEFINED FIELDS	13	NTownend	Neil	Townsend	NTownsend@email.com	Office Staff, Instructor/Coach	
USER IDS	14	<u>qaeducsupport</u>	Jack	Rabbit Support	donotdelete@jackrabbittech.com	Other	
	15	gamel	Mel	Ulmanman	mulman@jackrabbittech.com	Other	
	16	gasobrien	Stephanie	Baldwin	brien@jackrabbittech.com	Other	

3. Click the Clone User Permissions button.

User: LWALLACE											
← RETURN SAVE CHANGES	l										
USER DETAILS	User Details										
USER PERMISSIONS	Reset Password Clone User Perm	issions Revoke	User ID								
USER ACCESS-LOCATIONS	UserID	LWALLACE Or	Jackrabbit Education								
USER ACCESS-CATEGORY1	First Name*		Sackiabbit Education	Clone User							
USER ACTIVITY	Last Name*		New UserID [*]	camiller	✓ User ID is available.						
	Email*	wallacelivy@gma	New Password*	caminer	✓ Oser ID is available.						
	Role(s)* Phone	Owner Manager/Dire		Password must contain:							
			Re-enter Password*								
	Notes		First Name*								
			Last Name [*]								
	UserID log in Status		New User Email	cmiller@email.com							
	Invalid Pwd Count	0 Last Pw	Role(s)*	Owner Manager/Director	Finance/Bookkeeping						
	Match this User ID to a staff person	Livy Wallace		Office Staff	Other						
			Match to a staff person	•	2						
	-	10/19/2022 9:54	Save Cancel								
	Last Login Info	Browser=Mozilla			n						

- 4. Enter the New UserID.
- 5. Enter a New Password and re-enter it.
- 6. Enter the First Name and Last Name of the User.
- 7. Add the New User Email for the user.
- 8. Select the **Role(s)** of the User in your organization and choose a**Match to a staff person** from the drop-down list if applicable.
- 9. Click **Save** and **OK** in the confirmation window.
 - The cloned user's User Details page opens, add additional information as needed.
- 10. Click Save Changes.