Clone a User ID to easily create a new User ID with the same permissions   Share

Issue/Question

Can I create a User ID template so I don't have to select all the permissions each time I add a User ID for someone with the same role?

Environment

Jackrabbit Application

Resolution

When you need another User ID with the same permissions as an existing one, you can clone the User ID to quickly create a duplicate with identical permissions.

1. Go to the **Gear** icon > **Settings** > **Users & Permissions**.
2. Click the link in the User ID column to open the profile of the User whose permissions you want to clone.
3. Click **Clone User Permissions**.
4. Enter a **New User ID**.
5. Enter a **New Password** and **Re-enter Password** to confirm.
6. Enter the **First Name** and **Last Name** of the user.
7. Add the **New User Email**.
8. Select the **Role(s)** this user will perform.
9. Match to a staff person from the drop-down list if applicable.
10. **Save** and click **OK** to confirm the clone was successful.