

We are currently updating our site; thank you for your patience.

SECURITY

USER AND GROUP SECURITY - CLONE GROUP

When you clone a group, the **User Rights** settings will be copied to the new group.

However, you will need to <u>manually</u> add all other group information and users.

You can edit the cloned group User Rights settings by referring to this link.

Ribbon Access: Configurator > Security > User Management



The User Management screen will be displayed.

- Select the **row** of the **Group** you wish to **clone**.
 - In this image the **Accounts Administration** Group has been selected.



đ-					User Manag	ement - Nucleus Configurator:	Version 2023.11.0.1	0 - All Things Exam;	ale Company				Œ	- 0
	Home	Accounts Call Centre	Company	Contract	Departments	Human Resources	Inventory	Reporting	Sales	Security	Services	Static Data	Companion Apps	- 1
	up Add User	Edt Cone Group	yout Workspaces	Save Filter										
	Pr	ocess	Format	Curre										
Use	Name		Status											
- Allic		#∐c	#[]C											
Đ	ACAD	Accounts Administration	A											
	ACMA	Accounts Management	A											
Đ	ADMN	Administration	A											
	BASE	Base User Rights	A											
	CCAD	Call Centre Administration	A											
	CCMA	Call Centre Management	A											
	CLOG	Call Logging	A											
	CONSULT	CONSULTING	A											
	CRAD	CRM Administration	A											
	CRMA	CRM Management	A											
	CTAD	Contracts Administration	A											
	CTMA	Contracts Management 2	A											
	CTMA1	Contracts Management 1	A											
Ð	EXCO	Executive Committee	A											
	FNMA	Financial Manager	A											
	GMMA	General Manager	A											
Œ	HRMA	Human Resources Manager	A											
	PRAD	Procurement Administration	A											
	PRMA	Procurement Management	A											
	PUMA	Power User	A											
	SALESTEST		A											
	SLAD	Sales Administration	A											
	SLMA	Sales Management	A											
	STAD	Stock Administration	A											
	STMA	Stock Management	A											
	SVAD	Service Administration	A											
	SVMA	Service Management	A											

• Click on **Clone Group** in the Process ribbon frame.



• Or right-click on the row of the Group you wish to clone and select Clone Group from the Process menu.



- A Clone Group message will pop up saying -
 - Are you sure you want to clone group []?
- Click on Yes.



đ	3	Home	Accounts Cal	Centre (Company	Contr	ract	Departments	Human Resources	Inventory	Reporting	Sales	Security	Services	Static Data	Companion Apps	ø ×
	Grou	up Add User	Edt Delete Group	Save Layout W	Vorkspaces S	Save Filter	2 Refresh										
		Pr	rocess		Format		Curre										
	User	rName	Description		tatus												
т	R∐C		R∐c	-0]¢												-
÷.	Ð	ACAD	Accounts Administration	A													
		ACMA	Accounts Management	A													
	Ħ	ADMN	Administration	A													
		BASE	Base User Rights	A													
		CCAD	Call Centre Administration	A													
		CCMA	Call Centre Management	A													
		CLOG	Call Logging	A													
		CONSULT	CONSULTING	A					Clone Group		×						
		ORAD	CRM Administration	A					Cione Group								
		ORMA	CRM Management	A													
		CTAD	Contracts Administration	A					Are you sure yo	u want to clone gro ?	up : Accounts						
		CTMA	Contracts Management 2	A													
		CTMA1	Contracts Management 1	A													
	Ħ	EXCO	Executive Committee	A						Yes	No						
		FNMA	Financial Manager	A							-						

• A **User Maintenance** screen will appear where you can manually add the Group information.

a -		
B Home Accounts Call Centre Company	Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data	Companion Apps – Ø ×
Save Back Save Layout Workpaces		^
User Maintenance Active Users		
User Details	Configuration	
System User Name	Trusted Connection	
Group Name	Domain Name Access Accounts Database	
Active 🗸		
Default Site All Sites -	User Applications	
Group Details Group • User Type G Group	Nddea Acconte Nddea Configuration Nddea Service	

• Type in the new details for the cloned group -

USER DETAILS:

- **System User Name:** Type in the name of the Group, abbreviated if required.
- **Group Name:** Type in the full Group Name.
- Active: Set this Group as 'Active' by clicking on this check box.
- **Default Site:** Click on the drop-down arrow and select from the menu displayed, which **Site** you wish to link this new Group to.



User Details		
System User Name	Π	
Group Name	IT Support	^
		Ŧ
Active	v	
Default Site	KwaZulu-Natal	-

• Note: The Group Details frame is **un-editable**.

Group Details			
Group		*	
User Type	G	Group	

CONFIGURATION:

- **Trusted Connection:** You can enable this check box if you are going to include a Domain Name.
- **Domain Name:** You must type in the full Domain Name.
- Access Accounts Database: You can tick this check box for the User Group to have access to the Accounts Database.

Configuration	
Trusted Connection	
Domain Name	
Access Accounts Database	



USER APPLICATIONS:

- Nucleus Accounts: You can tick this check box if the User Group will be allowed access to Nucleus Accounts.
- Nucleus Configurator: You can tick this check box if the User Group will be allowed access to Nucleus Configurator.
- **Nucleus Service:** You can tick this check box if the User Group will be allowed access to Nucleus Service.

User App	lications
	Nucleus Accounts
	Nucleus Configurator
	✓ Nudeus Service

SAVE THE CLONED GROUP

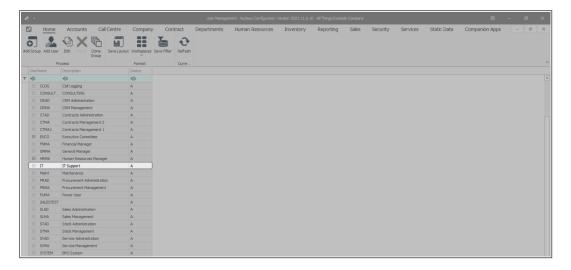
- When you have finished adding the new Group details -
- Click on Save.

a -		⊞ – ø ×
Home Accounts Call Centre Company	Contract Departments Human Resources Inventory Reporting Sales Security Services Static Data	Companion Apps – Ø X
Save Layout Workpaces		^
User Maintenance Active Users		
User Details	Configuration	
System User Name TomS	Trusted Connection	
First Name Tom	Domain Name	
Last Name Seger	Access Accounts Database	
Active 🗸		
Default Site Western Cape *	User Applications	
Group Details Group Accounts Administration - User Type U User	Vudeus Accounts Nudeus Configurator Vudeus Service	

• The cloned group record is updated in the system.



- You will return to the **User Management** screen where you can **view** the new Group and a user can be added to this Group.
- To create a new **user** refer to this <u>link</u>.



MNU.085.010

Help v2024.5.0.7/1.0 - Pg 6 - Printed: 21/08/2024