

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.

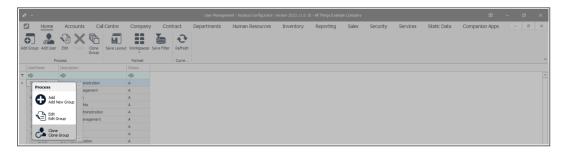


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	CRAD	CRM Administration	A											
	CRMA	CRM Management	A											
	CTAD	Contracts Administration	A											
	CTMA	Contracts Management 2	A											
	CTMA1	Contracts Management 1	A											
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	FNMA	Financial Manager	A											
	GMMA	General Manager	A											
Œ	HRMA	Human Resources Manager	A											
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	PRMA	Procurement Management	A											
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	SVAD	Service Administration	A											
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• 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.



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	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.

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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	^
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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

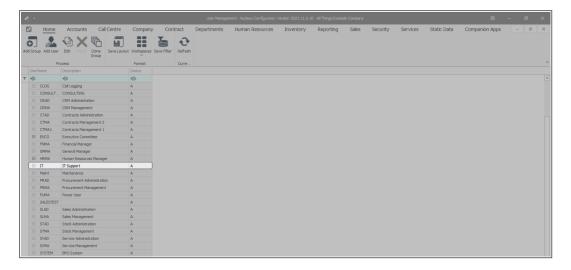
- When you have finished adding the new Group details -
- Click on Save.

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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	
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Default Site Western Cape *	User Applications	
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• 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>.



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