

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.

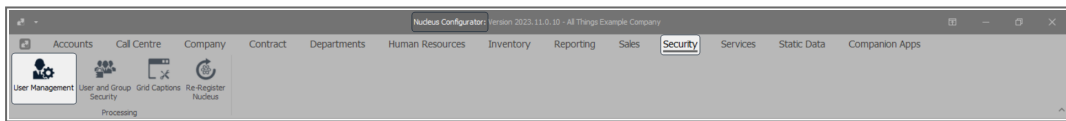
However, you will need to manually add all other group information and users.

You can edit the cloned group **User Rights** settings by referring to this [link](#).

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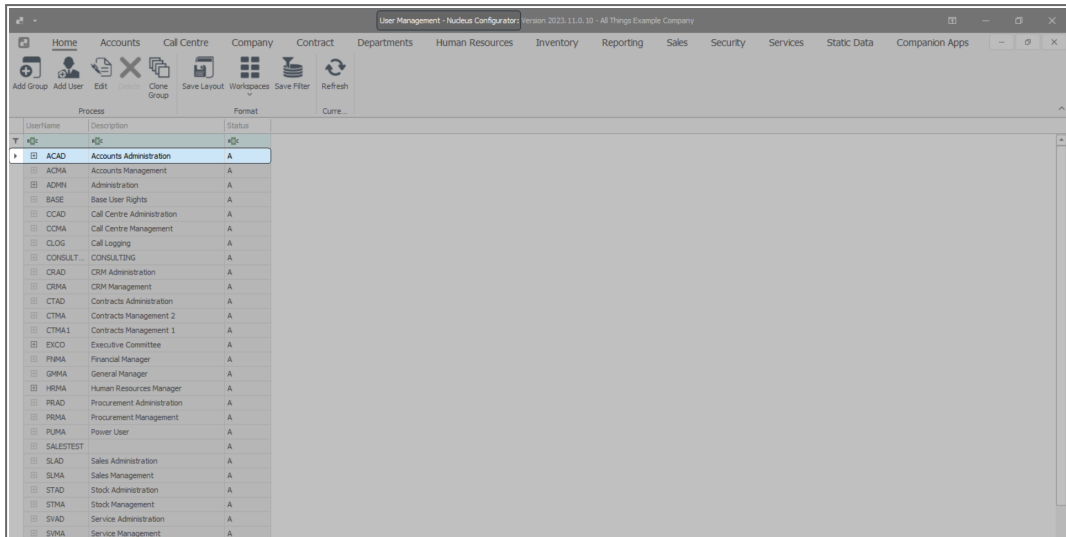
#### Ribbon Access: Configurator > Security > User Management

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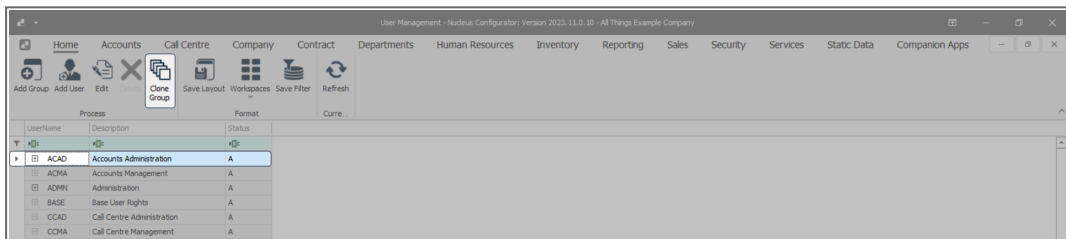


The **User Management** screen will be displayed.

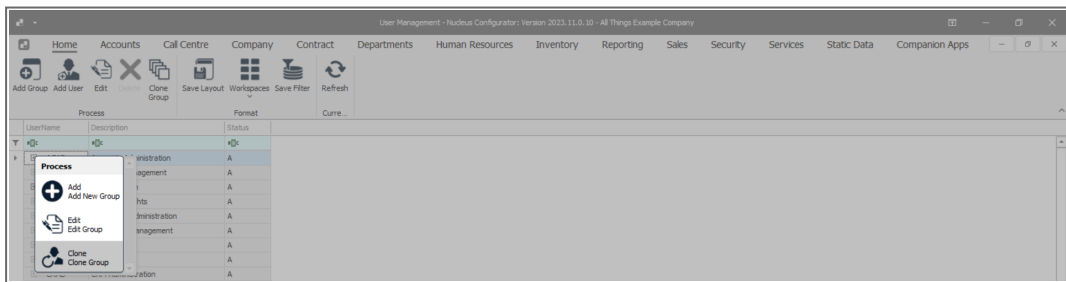
- Select the **row** of the **Group** you wish to **clone**.
  - In this image the **Accounts Administration** Group has been selected.



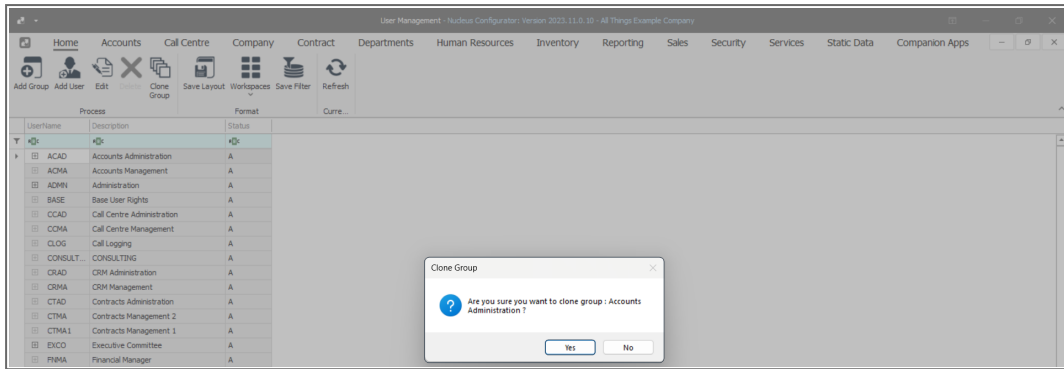
- Click on **Clone Group** in the Process ribbon frame.



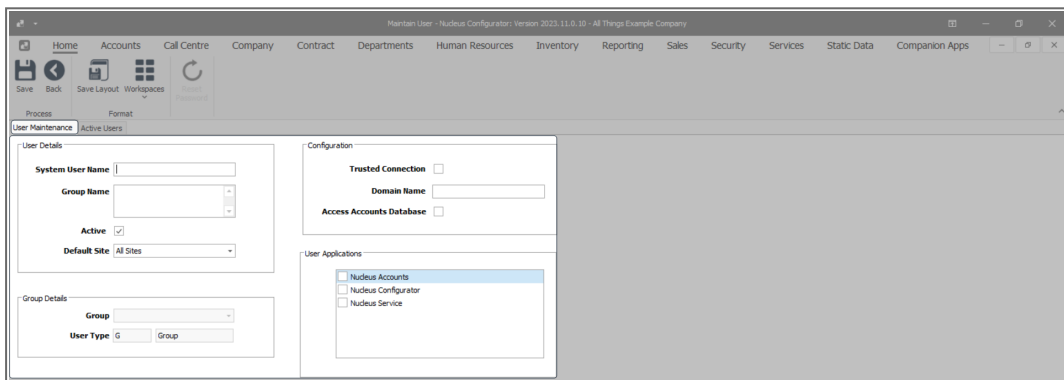
- Or right-click on the row of the **Group** you wish to clone and select **Clone Group** from the **Process** menu.



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



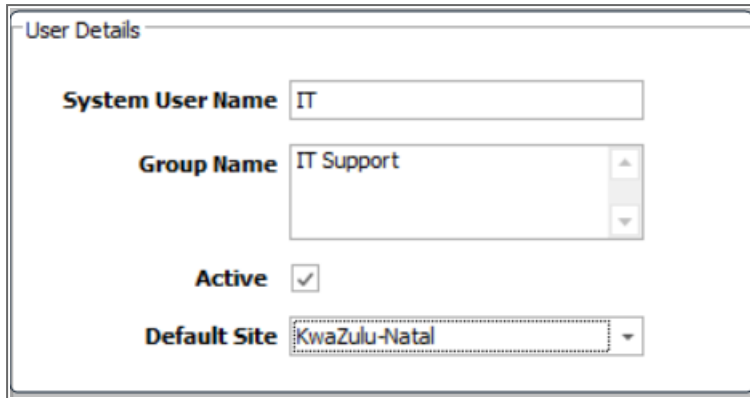
- A **User Maintenance** screen will appear where you can manually add the Group information.



- 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

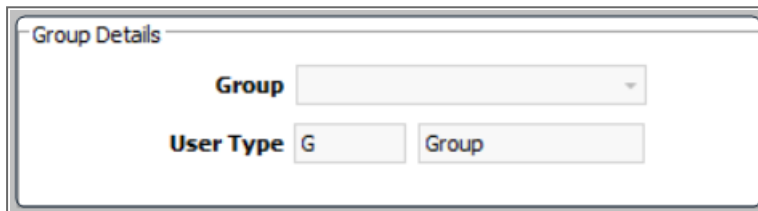
System User Name

Group Name

Active

Default Site

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



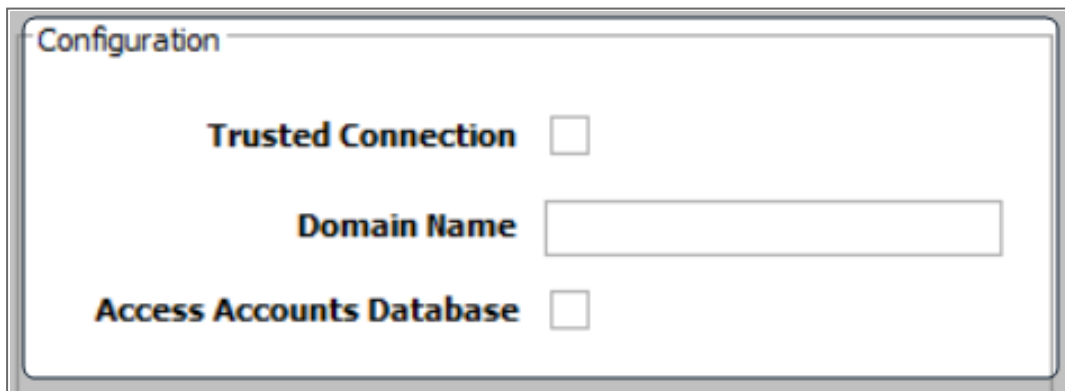
Group Details

Group

User Type

## 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

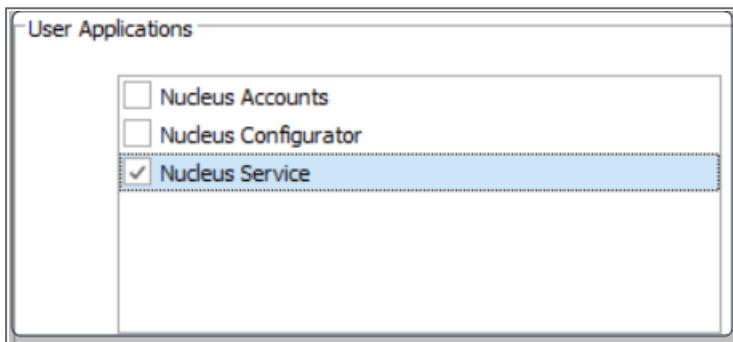
Trusted Connection

Domain Name

Access Accounts Database

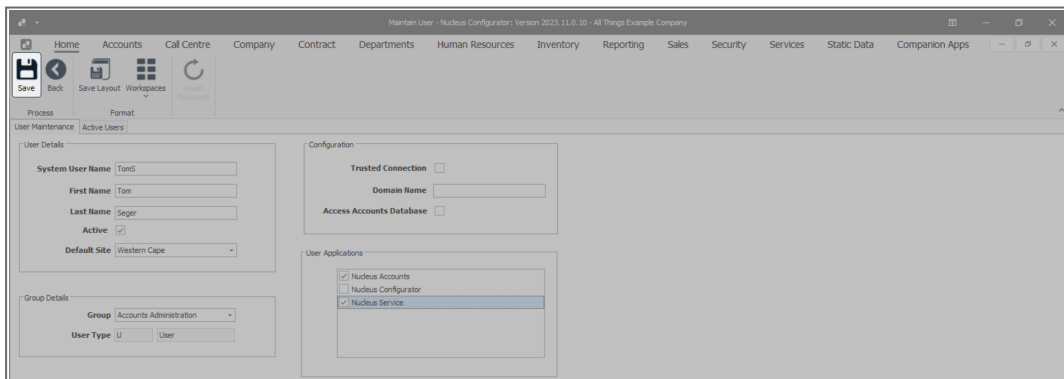
## USER APPLICATIONS:

- **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.



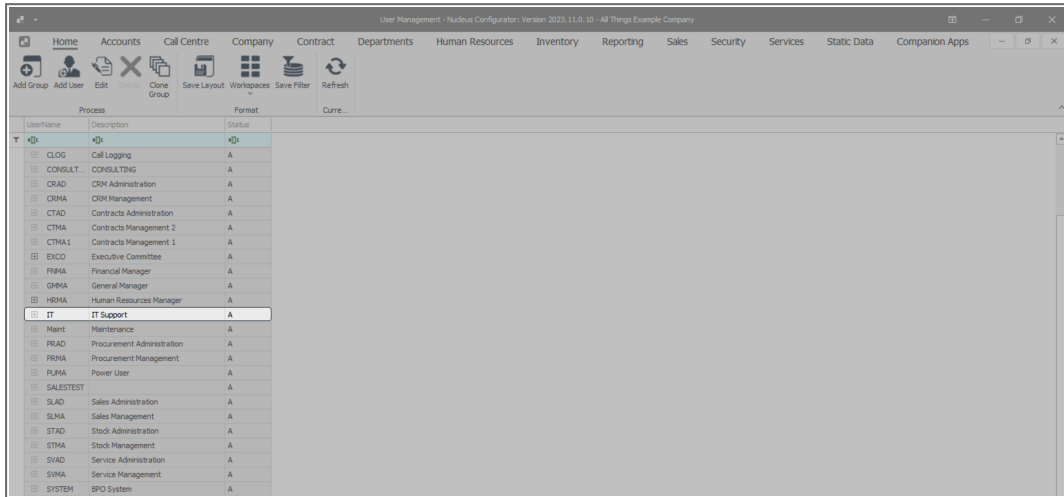
## SAVE THE CLONED GROUP

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



- 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 [link](#).



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