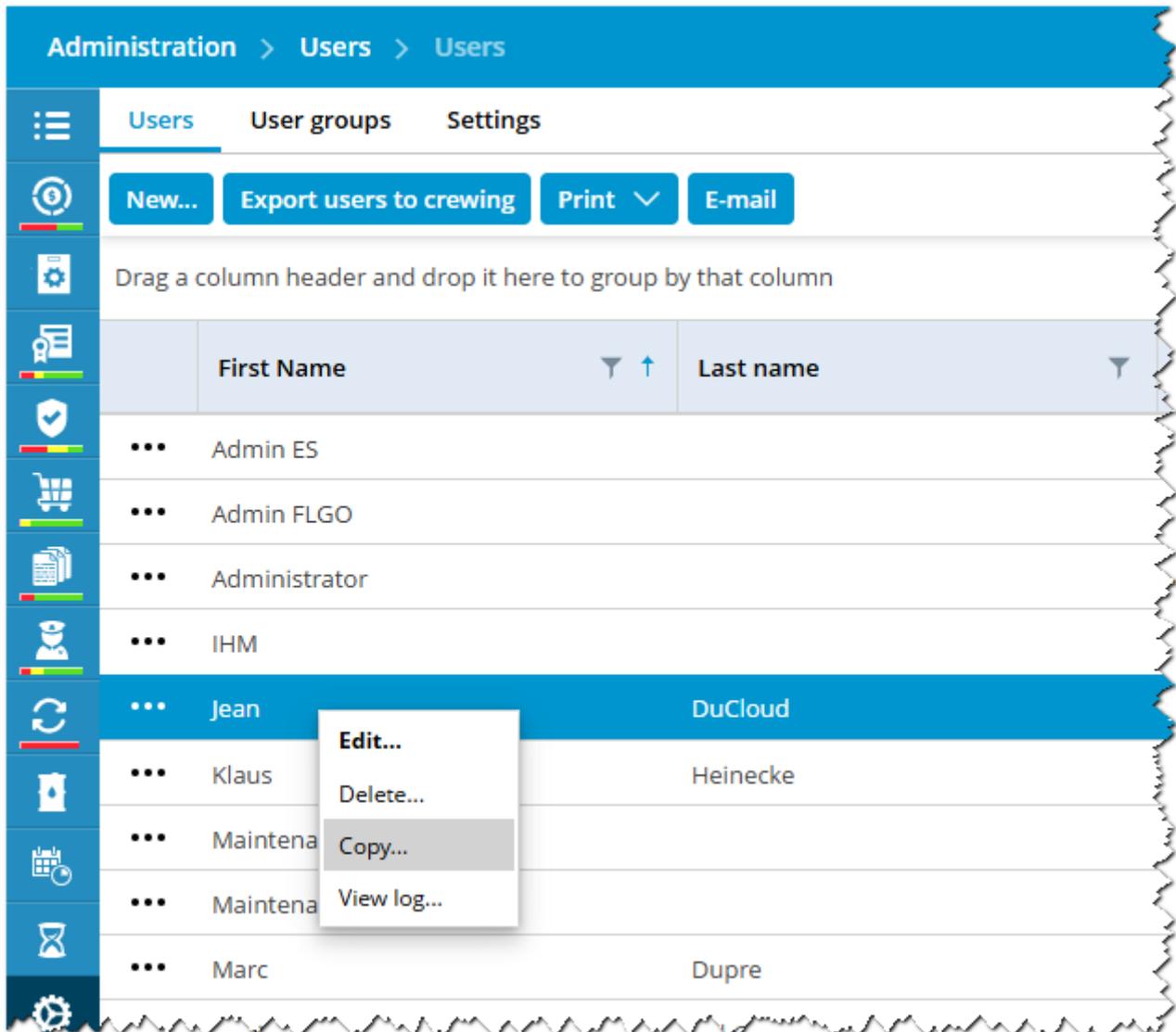


# How to copy a user to a new user

1. To create a new user with similar user rights as another existing user go to **Administration > Users**.
2. Find the user you would like to copy (whose access you want to mirror)
3. Right-mouse click on the user and select the option **“Copy”** to open the **Copy User** window



The screenshot shows the 'Administration > Users > Users' interface. The breadcrumb navigation is 'Administration > Users > Users'. The main navigation bar includes 'Users', 'User groups', and 'Settings'. Below this, there are buttons for 'New...', 'Export users to crewing', 'Print', and 'E-mail'. A message says 'Drag a column header and drop it here to group by that column'. The table has columns for 'First Name' and 'Last name'. The user list includes: Admin ES, Admin FLGO, Administrator, IHM, Jean DuCloud, Klaus Heinecke, Maintena, Maintena, and Marc Dupre. A context menu is open over the user 'Jean DuCloud', showing options: Edit..., Delete..., Copy..., and View log... The 'Copy...' option is highlighted.

	First Name	Last name
...	Admin ES	
...	Admin FLGO	
...	Administrator	
...	IHM	
...	Jean	DuCloud
...	Klaus	Heinecke
...	Maintena	
...	Maintena	
...	Marc	Dupre

4. Fill in the First name, Last name, User name, Rank, and language.  
Also, create the initial password that the new user will use to log in the first time.

**Copy user** □ ×

**First name:**

**Last name:**

**User name:**

**Rank:**

**Language:**

**New password:**  
 👁

**Confirm Password:**  
 👁

**User must change password at next login**

**Save & close** **Close**

5. Select the checkbox **User must change password at next login**.
6. Click on **Save & close**.

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