



Copy Authorizations From One User To Another

Question

I have a new user who needs exactly the same Authorizations as an existing user in Orchestrated.

Is there a way to apply the same Authorizations from the existing user to the new user?

Answer

Yes, there absolutely is a way to do this and it is very simple.

Step-by-step guide

1. Go to Administration>System Initialization>Authorizations>General Authorizations
2. Single click and hold on the user whose authorizations you want to copy. A white border around the user should appear.
3. Drag the username and drop it on the user to whom you want to copy the authorizations
4. A system message will pop up saying "Copy Authorizations from (user 1) To (user 2)?"
5. Hit Copy, then hit Update in the Authorizations window to complete the process

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