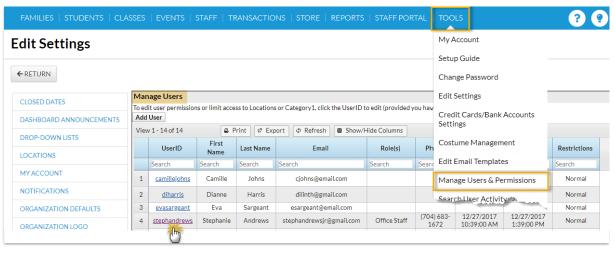


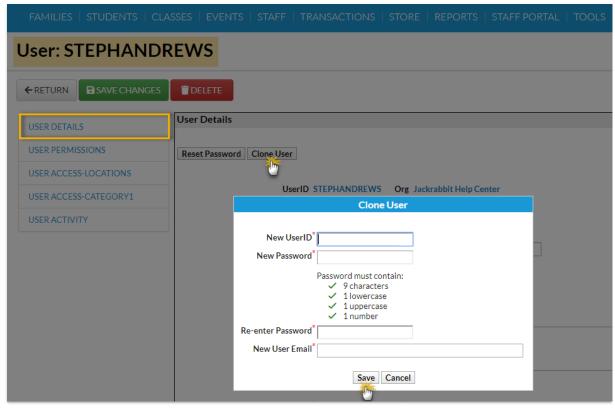
Cloning Users is a time saver!

Set up one *User ID* with permissions and click the **Clone User** button to create more users with the same permissions.

- 1. Point to Tools and select Manage Users & Permissions.
- 2. Use the User ID link to access the profile of the User ID you want to clone.



3. Select the Clone User button.



- 4. Enter the New UserID.
- 5. Enter a New Password and re-enter it.

- 6. Add the **email address** for the user.
- 7. Click **Save** and **OK** in the confirmation window.
- 8. When the cloned user's *User Details* page opens, add their first name, last name, etc.
- 9. Save Changes.