

Copy User

The Copy User wizard guides you through the process of creating a new user record by copying existing user information.

1. **Click** on User Maintenance Wizard Group.
2. **Click** Copy User wizard.
3. **Locate** the appropriate user record.

If not using Auto_Generated ID, Copy User: Clone/Copy User screen displays

NOTE: If the wizard *properties* are set to not auto-generate a user ID, you can still auto-generate an ID by typing AUTO in the User ID box during registration.

4. In the Clone/Copy User step, **scan** a new barcode number in the New ID field or type Auto to generate an ID.

If using Auto-Generated ID, the next available number will be added and the information screen will open ready to add your information.

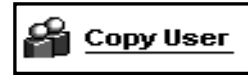
Copy User: Entering Info screen displays.

5. Use Tabs to **enter** information about a user and his or her profile, name, demographics, and addresses.

Add additional information, notes and comments, on the Extended Information tab.

6. **Select** Register User to add new user when finished entering information.

7. **Select** from options:



Id: 22612000000113
 Homeroom:
 Profile name: LIB1DLFN...

Creating new user by copying information from:

User ID: 22612000000113
 New ID: 2

Basic Info | Privilege | Demographics | Addresses | Extended Info

Copy User : Entering Info for ABBOTT, Seth

Name: ABBOTT, Seth
 Id: 17295
 Homeroom: LIB-CANTRELL
 Profile name: STUDENT2...

Creating new user by copying information from:

User ID: 22614001081365

Attn: PLAY8 Parents
 Address: 888 Play8 St
 City: Play 8
 State: OH
 Zip: 88888
 Phone: 888-888-8888

Basic Info | Privilege | Demographics | Addresses | Extended Info

Title:
 First name: Ricardo
 Preferred name: Ricky Use preferred name
 Middle name: M.
 Last name: ABBOTT
 Suffix:
 User ID: 17295
 Alt ID: Allow routing
 Homeroom: LIB-CANTRELL
 Library: FNHS
 Profile name: STUDENT2

Register User | Modify | Clone/Copy This User to Another | Close

Complete

ABBOTT, Ricky M. is registered

Clone/Copy This User to Another

Make More Changes

Close

Note: For more detailed information or specific questions, use HELP wizard.