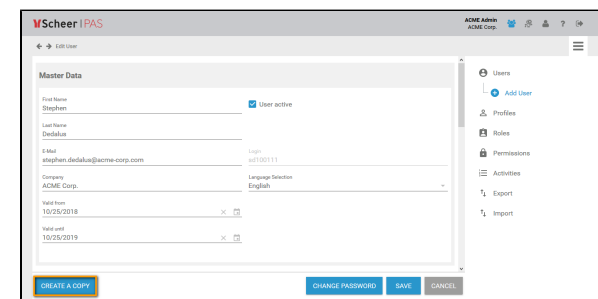


# Creating Copies

The data sheets of **users**, **profiles**, **roles** and **permissions** contain a button **Create Copy**. This button is displayed as soon as you open a data sheet for editing:



Administrators can use the **Create A Copy** button if they want to create similar elements. The basic data of the current element is transferred to a new data sheet. The element specific data is ignored and can be added if necessary.

## Copying Users

If you copy a user data sheet, only the user specific data is deleted. All other data is transferred to the new data sheet. You can edit the copy as usual. It is helpful to copy a user data sheet, e.g. if you need to create several users from the same department.

	Transferred	Deleted
Master Data	<ul style="list-style-type: none"><li>Company</li><li>Valid from</li><li>Valid until</li><li>User active</li><li>Create Sandbox</li><li>Language Selection</li></ul>	<ul style="list-style-type: none"><li>Last Name</li><li>First Name</li><li>E-Mail</li><li>Login</li></ul>
Profiles	<ul style="list-style-type: none"><li>Standard Profiles</li><li>Assigned Profiles</li></ul>	<ul style="list-style-type: none"><li>Sandbox</li></ul>
Additional Data	<ul style="list-style-type: none"><li>Organisation</li><li>Department</li><li>Phone</li><li>Mobile</li><li>Fax</li><li>Street</li><li>Zip</li><li>City</li><li>Country</li></ul>	

User Data Sheet

User Data Sheet Copy

### On this Page:

- [Copying Users](#)
  - [User Data Sheet](#)
  - [User Data Sheet Copy](#)
- [Copying Profiles](#)
  - [Profile Data Sheet](#)
  - [Profile Data Sheet Copy](#)
- [Copying Roles](#)
  - [Role Data Sheet](#)
  - [Role Data Sheet Copy](#)
- [Copying Permissions](#)
  - [Permission Data Sheet](#)
  - [Permission Data Sheet Copy](#)

### Related Pages:

- [Administration Basics](#)
  - [Filtering](#)
- [Users](#)
- [Profiles](#)
- [Roles](#)
- [Permissions](#)

Master Data

First Name

Stephan

User active

☒

Last Name

Dubois

E-Mail

stephen.dubois@acme-corp.com

Phone

ACME Corp.

Language Selection

English

Valid from

10/25/2018

Valid until

10/25/2019

Profiles (3)

Designer

Name

Display Name

Namespace

☒

sanbox\_af10111

Stephan Piegement

sanbox\_af10111

☒

☐

☒

spnss\_design\_user

spnss\_design\_user

spnss\_design\_user

☒

☐

☒

spnss\_execution\_user

spnss\_execution\_user

spnss\_execution\_user

☒

☐

Additional Data

Department

Electricity Top Town

Department

ACME IT

Phone

+ 1 99 320681325

Mobile

+ 1 99 1274358439439

Cell

+ 1 99 320681326

Street

ACME Boulevard 23

Zip

12345

City

Everywhere

Country

Sampleland

CREATE A COPY

CHANGE PERMISSIONS

SAVE

CANCEL

Master Data

First Name

User active

☒

Last Name

Create Sandbox

☐

E-Mail

Login

Phone

ACME Corp.

Password

Valid from

10/25/2018

Valid until

10/25/2019

Profiles (2)

Designer

Name

Display Name

Namespace

☒

spnss\_design\_user

spnss\_design\_user

spnss\_design\_user

☒

☐

☒

spnss\_execution\_user

spnss\_execution\_user

spnss\_execution\_user

☒

☐

Additional Data

Department

Electricity Top Town

Department

ACME IT

Phone

+ 1 99 320681325

Mobile

+ 1 99 1274358439439

Cell

+ 1 99 320681326

Street

ACME Boulevard 23

Zip

12345

City

Everywhere

Country

Sampleland

SAVE

CHANGE PERMISSIONS

# Copying Profiles

Use the **Create Copy** function on a profile data sheet if you want to create a profile with similar permissions. This saves you from assigning all necessary permissions individually.

	Transferred	Deleted
Master Data	<ul style="list-style-type: none"> <li>Profile active</li> <li>Display Name</li> </ul>	<ul style="list-style-type: none"> <li>Name</li> <li>Namespace</li> </ul>
Permissions	<ul style="list-style-type: none"> <li>Assigned Permissions</li> </ul>	
User		<ul style="list-style-type: none"> <li>Assigned Users</li> </ul>
Translations	<ul style="list-style-type: none"> <li>Saved Translations</li> </ul>	

Profile Data Sheet

Profile Data Sheet Copy

Master Data

☒ Profile active

Name

adminBox\_role\_admin

Display Name

Admin Box

Resource

Le Box d'Insee

Permissions (1)

Name

Resource

Activated

app.storage

(path="/app/storage")

true

ADD NEW

User (1)

Last Name

First Name

Login

Admin

Admin

admin

ADD NEW

Translations

Resource

Resource Translations

English

Admin Box

French

Le Box d'Insee

Meta

UUID

0802238d-477d-11eb-bd7c-2933297676d0

Created at

11/24/2018

Modified at

11/29/2018

Modified by

0802238d-477d-11eb-bd7c-2933297676d0

CREATE A COPY

SAVE

CANCEL

Master Data

☒ Profile active

Name

Copy Name

Display Name

Admin Box

Resource

Le Box d'Insee

Permissions (1)

Name

Resource

Activated

app.storage

(path="/app/storage")

true

ADD NEW

User (0)

No users are assigned to this profile.

ADD NEW

Translations

Resource

Resource Translations

English

Admin Box

French

Le Box d'Insee

Meta

UUID

Created at

Modified at

Modified by

SAVE

CANCEL

## Copying Roles

The name of any role has to be unique. Therefore, the name of the role is deleted if you copy a role data sheet. The status of checkbox **Role active** is transferred.

	Transferred	Deleted
Master Data	<ul style="list-style-type: none"> <li>Profile active</li> <li>Description</li> </ul>	<ul style="list-style-type: none"> <li>Name</li> </ul>
User		<ul style="list-style-type: none"> <li>Assigned Users</li> </ul>
Translations	<ul style="list-style-type: none"> <li>Saved Translations</li> </ul>	

Role Data Sheet

Role Data Sheet Copy

**Master Data**

☒ Role active

Name  
manager\_controlling

Description  
Role for all managers in the controlling department

**User (3)** [Assign users](#)

Last Name	First Name	Login		
Baum	Udo	0100000	✖	✎
Chaffert	Holger	0100001	✖	✎
Dietrich	Stephan	0100002	✖	✎

**Translations**

Name  
Abrechnungsführer Controlling

English  
Manager Controlling

French  
Directeur Contrôle de gestion

**Meta**

UUID  
0100000-0000-1000-8000-000000000000

Created at  
10/06/2018

Modified at  
10/06/2018

Modified by  
0100000-0000-1000-8000-000000000000

[CREATE A COPY](#) [SAVE](#) [CANCEL](#)

**Master Data**

☒ Role active

Name

Description  
Role for all managers in the controlling department

**User (0)**

No users are assigned to this role.

[Assign](#)

**Translations**

Name  
Abrechnungsführer Controlling

English  
Manager Controlling

French  
Directeur Contrôle de gestion

**Meta**

UUID

Created at

Modified at

Modified by

[SAVE](#) [CANCEL](#)

## Copying Permissions

Create a copy of a permission data sheet if the new permission should base on the current one, because the **resource** is transferred to the new data sheet.

	Transferred	Deleted
<b>Master Data</b>	<ul style="list-style-type: none"> <li>Permission active</li> </ul>	<ul style="list-style-type: none"> <li>Name</li> </ul>
<b>Permission</b>	<ul style="list-style-type: none"> <li>Possible Resource Information</li> </ul>	



Do not change or create permissions without any knowledge of JSON.

## Permission Data Sheet

**Master Data**

☒ Permission active

Name  
service\_analytic\_api

**Permission**

Possible Resource Information

```

{
  "id": "1",
  "name": "service_analytic_api_permissions"
}

```

**Meta**

UUID  
0100000-0000-1000-8000-000000000000

Created at  
10/06/2017

Modified at  
10/06/2017

Modified by  
0100000-0000-1000-8000-000000000000

[CREATE A COPY](#) [SAVE](#) [CANCEL](#)

## Permission Data Sheet Copy

**Master Data**

☒ Permission active

Name

**Permission**

Possible Resource Information

```

{
  "id": "1",
  "name": "service_analytic_api_permissions"
}

```

**Meta**

UUID

Created at

Modified at

Modified by

[SAVE](#) [CANCEL](#)