Copy Roles/User Profiles

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The Copy Roles/User Profiles utility allows the option to duplicate Roles and Users in datasets where they were not originally included. Copying Roles from the current year dataset will ensure that all the Users' corresponding Roles will be available in the prior year datasets to which they are being copied. Copying Users from the current year dataset will allow individual Users to access prior year datasets where they were not originally included as Users.

Copying Roles / User Profiles

 To begin the process, log into the dataset from which Roles/Users are needing to be copied (the source dataset). The utility is found at *Hub / Utilities / Admin Utilities / Hub / Copy Roles/User Profiles*. Choose the destination datasets by double-clicking on the right side of the screen in the first available row

🖳 Copy Roles/User Profiles		×			
	Copy Selected Roles and Users into the Datasets listed below				
Copy Roles from current dataset	<data folders=""></data>	^			
How Many Roles All Select Roles	2 3 4				
Copy users from current dataset	5 6				
How Many Users All Select Users	7 8 9				
Load Set Save Set	OK Canc	el			

2. Browse to the data folder to which Roles/Users are needing to be copied (the destination dataset).

🔏 Select a Folder				×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This PC \rightarrow	AgvanceData (R:)		✓ Č Search Agvance	م
Organize 🔻 New folder				· · · ?
 ✓ Quick access Desktop ✓ Downloads ☑ Documents ☑ Pictures ▲ Agvance 	* * *	Name AgvImage AgvRep Avdata FYAv2021 FYAv2022 FYAv2023	Date modi Type 01/10/20 File folder 01/10/20 File folder	Size
💻 This PC 🛫 C on PS File name:	v		Agvance Security	∕ Database →
			Open	Cancel

3. Navigate to the drive letter that represents the server where the data is stored. Double-click on the destination data folder. If adding Users to prior year datasets, these data folders will likely be named something like *FYAv2023*. Select the *agvsec.mdb* file, which is inside the data folder.

🖉 Select a Folder			×
← → → ↑ 📙 > FYAv2023	ڻ ~	Search	م
Organize 🔻 New folder			• 🔳 🕐
AgvImage AgvRep Avdata FYAv2021	^ Name	Date modified	Туре
	AndBa	07/07/2021 9:17 AM	File folder
	NeiEle .	10/26/2022 11:03	File folder
	agvsec.mdb	06/07/2024 9:29 AM	MDB File
FYAv2023			
	v <		>
File name: agvsec.mdb	~	Agvance Security Da	Cancel

4. The line in the *Data Folders* field on the *Copy Roles/User Profiles* screen will display the data server drive letter and the name of the destination data folder. Optionally continue to add data folders to this column until all the datasets needing to be copied into are included.

🖳 Copy Roles/User Profiles			×
	Copy	Selected Roles and Users into the Datasets listed b	elow
Copy Roles from current dataset		<data folders=""></data>	^
	1	R:\FYAv2021	
How Many Roles All Select Roles	2	R:\FYAv2022	
	3	R:\FYAv2023	
	4		
Copy users from current dataset	5		
	6		
How Many Users All Select Users	7		_
	8		_
	9		× .
Load Set Save Set		OK Can	cel

5. Upon selecting OK, Agvance will begin the process of copying Roles and/or Users into the selected datasets. The length of time it takes depends on how many Roles and Users need to be copied as well as how many datasets into which they are being copied. If a User or Role already exists in a selected destination dataset, a message will appear asking to overwrite that Role or User. Select Yes to overwrite the Role/User with current year information. Select No to retain the information that already exists in that dataset.

Once the process is finished, a report will appear on the screen listing the changes made to each Role and User for each dataset. Print the report for future reference.