

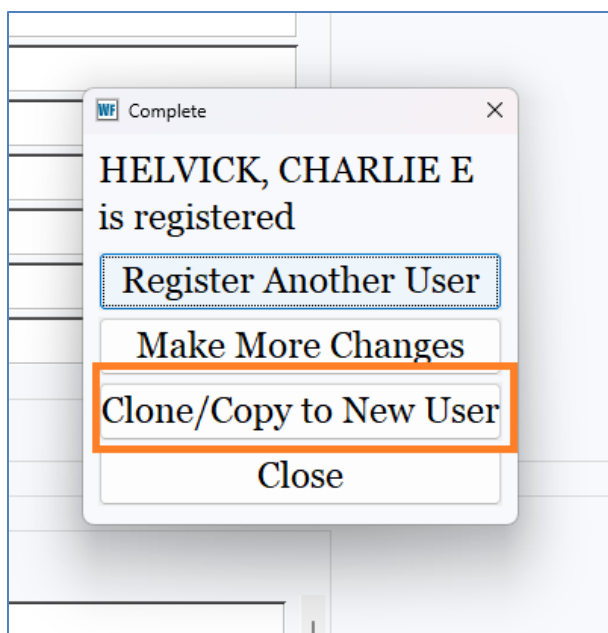
Clone/Copy User Helper Cheat Sheet

Last updated October 6, 2025

There is a video to accompany this guide here:
<https://www.youtube.com/watch?v=AwRk0qpxQsl>.

After adding a new user, you will see the option for User Registration: Clone/Copy User in the Complete pop-up box. The Clone/Copy to New User option allows staff to create a user account for additional family members without entering already recorded user information.


The User Registration: Clone/Copy User helper **does not** check for duplicate users.



After you select Clone/Copy to New User, a box will appear with the previous ID and a spot to scan the new library card number.

User Registration ×

User Registration : Clone/Copy User HELVICK



Id: SNDEMO4

Group ID:

Profile name: ADULT-20...

Creating new user by copying information from:

User ID: SNDEMO4

New ID: SNDEMO5

After the new card is scanned, the system will pull the following information from the account it is Cloning:

Last Name
Library
User Profile
Address

Basic Info	Privilege	Demographics	Addresses	Extended Info	Outreach
Title:					
First name:					
Preferred name:					
Middle name:					
Last name:	HELVICK				
Suffix:					
User ID:	SNDDDEMO6				
Alt ID:					
Group ID:					
Library:	Wo_WASH-PL				
Profile name:	ADULT-20				
Charge history rule:	NOHISTORY				

The screenshot shows a web application titled 'Copy User'. The main interface is divided into two sections. The top section is for searching users, featuring a 'Search for:' text box, a 'Search' button, and a 'Type:' dropdown menu with options: 'Keyword' (selected), 'Browse', and 'Browse user group'. Below the search section is a 'List of users' table. The table has five columns: 'Name', 'User ID', 'Alt ID', 'Phone', and 'Birth Date'. The table is currently empty. At the bottom of the application, there are four buttons: 'Clone/Copy User (b)', 'Display this User Group', 'Return to User Group List', and 'Cancel'.

Copy User ×

Copy User : Clone/Copy User

Copy User : User Search

Search for: Search

Index: AND OR

Library:

Current: [HELVICK, CHARLIE E](#)
[SNDEMO4](#)

Type:

- ☒ Keyword
- ☐ Browse
- ☐ Browse user group



List of users

Name	User ID	Alt ID	Phone	Birth Date
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Clone/Copy User (b) Display this User Group Return to User Group List Cancel

Copy User ×

Copy User : Clone/Copy User



User information

Creating new user by copying information from:

User ID:

New ID:

Basic Info Privilege Demographics Addresses E

Contact the RSA Help Desk at help@rsanfp.org or RSA staff at 866-940-4083.