



Using the Copy User Wizard Cheat Sheet

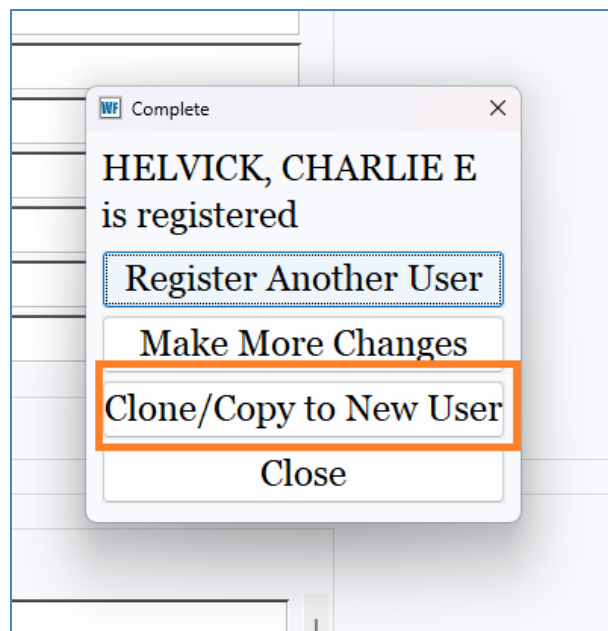
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There is a video to accompany this guide here:

<https://www.youtube.com/watch?v=QbHxAhIQpfg>.

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

Copy User *

Copy User : Clone/Copy User

Copy User : User Search

Search for: Search

Index: AND OR Type: ☒ Keyword ☐ Browse ☐ Browse user group

Library:

Current:

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: Current

New ID:

Basic Info Privilege Demographics Addresses E

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