

Ultriva 7.6 and Higher Creating User Groups Reference Guide

Table of Contents

(Click to follow link)

User Group Overview	2
Log-In	3
Getting Started	4
Set the Privileges	8
My Routines	14
Assign a User to a User Group	17
Clone a User	20

User Group Overview

Quick Tip = Creating users groups or using predefined user groups from Ultriva will set the permissions, by user, the specific actions for their role. Before you create new user groups it is a good idea to see what system groups are already created as you may already find what you are looking for.

There are 3 types of User Groups.

- 1. System Groups
- 2. Global Groups
- 3. Local Groups

System Groups are Ultriva defined groups. They have assigned general roles (permissions) for each group. The system groups are not editable and you cannot make any changes to them.

Global Groups are created at the APP CSR (superuser) level. Each plant should have 1 or 2 superusers that have this type of customer service role. These will be available to all plants.

Local Groups are created at the plant or work center level. Only if you are assigned to this task (which is set in a user group) will you have the capability of creating these user groups.

User groups can be created for the following:

Plant Supplier (External) Work Center (Internal) RFQ (Request for Quote) IOT (Inventory Optimization Tool, Lean Assessment)

Log-In

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Quick Tip - If creating a Global User Group the user must be an APP/CSR (Superuser). If setting up a Local User Group the user would just need to have the privileges set such that the actions can be performed.

Global Log-in

Once logged in as the APP CSR (superuser), click on "User Group".



Local Log-in

Click on "Admin"



Click on "User Group"

	Admin						
		User	User Group 🗲				
		Add, manage and view users, reset passwords and update roles	Add, manage and view user groups. Change access rights				
		Supplier	Workcenters				

Getting Started

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Quick Tip - whether setting up a Global or Local user group, once logged in, the steps to setting up the groups are the same.

If logged-in and there is not an Add button, the user does not have the privileges to perform this action. See below.

System Group List Views @ How do !?					
Filter By Select Operator Enter Value Go					
Find Title A A A A A A A A A A A A A A A A A A A					

Click on the "Add" button

Global Group List					
Filter By					
Find Title					
🚔 Add 🥖 Edit 🗮 Delete 🔯 View 😭 Assigned Users 📑 My Routines					
System Global Local					

Important – It is very important that the correct group is selected for which the user group will apply to. Choices are Plant, Supplier, Workcenter, Customer, RFQ and IOT.

Enter the "**Title**" and "**Description**" in the "**Group Information**" fields. **Make** a **selection** in the "to whom this user group will apply to". *Our example is a Supplier Shipper so we will select Supplier Users*.

Create Global Group			(2) Ho	w do l?
Group Information				
* Title: LJM Supplier Shipp	er K Description: Supplie	r Shipper		
* Please select to whom this user	Group will apply to: O Plant Users Supplier Users Workcenter Users			
	◯ Customer Users ◯ RFQ Users ◯ IOT Users			
Privilege Information				
Root		Change Ac	CORE TO	
	Action Name	onangorio		
First Level	Action Name	Allow	Deny	^
First Level Admin	Action Name	Allow	Deny	
First Level Admin User Entities	Action Name First Level Admin		Deny	-
First Level Admin User Entities Calendar	Action Name First Level Admin User		Deny	
First Level Admin User Entities Calendar My Account Second Level	Action Name First Level Admin User Add User		Deny	
First Level Admin User Entities Calendar My Account Second Level Material Status	Action Name First Level Admin User Add User Edit User		Deny Deny	

Quick Tip - There are many options to select from when creating a new user group. If all privileges are denied to start with it will save a lot of time in setting up the group. This also reduces the chances of inadvertently leaving a task turned on.

Click on "**First Level**" (left side of screen) and **Select** "**Deny**" in the "**First Level**" field. (right side of screen).

Create Global Group							
Group Information							
* Title: LJM Supplier Shipper		er	* Description:	Supplier Shipper			
* Please select to v	whom this user	Group will apply to	0: O Plant Users Supplier Users O Workcenter	Users			
			◯ Customer Users ◯ RFQ Users ◯ IOT Users				
Privilege Informa	ation						
Root				Change Acc	cess To		
First Level	^	Action Name		Allow	Deny		
Admin		First Level					
Entities		E Admin					
Calendar		⊡ User					
My Account		Add Use	۲ ۲				
Material Status	5	Edit Use	F				
Actions	-	Enable/	Disahla I Isor				
Supplier Act	tions	Enable/L					
Scan		View De	tails				

All actions are now "Denied" for the "First Level"

Root	Action Name Change Access To		ess To
First Level	Action Name	Allow	Deny
Admin	First Level		s 🗹
User Entities	Admin		
Calendar	User		
My Account Second Level	Add User		
Material Status	Edit User		
Actions Supplier Actions	Enable/Disable User		Ø
Scan	View Details		
Supplier Scan	⊟ Entities		M
Supplier Reports	Location Code		Ø
Custom Reports	Calendar		
Integration	Add		M
	Edit		Ø
	Delete	Π	M

Click on "Second Level" (left side of screen)

oot	Action Name	Change A	ccess To
irst Level	Action Name	Allow	Deny
Admin	First Level		M
User			
Entities			
Calendar	⊡ User		
My Account	Add User		
Material Status	Edit User		V
Actions	Enable/Disable User		
Scan	View Details		M
Supplier Scan	Entities		
Supplier Reports	Location Code		V
Custom Reports	⊟ Calendar		Ø
Integration	Add		Ø
	Edit		
\sim	Delete		

Click on "Deny" in the "Second Level" field. (right side of screen)

Privilege Information	on			
Root		A stime Manage	Change Ac	ccess To
First Level	\sim	Action Name	Allow	Deny
Admin		Second Level		
User				
Entities		Material Status		
Calendar		Supplier Material Status		
Mark Annual				

All actions are now "Denied" for "Second Level"

Privilege Information-				
Root		Action Name	Change Acc	ess To
First Level	\cap	Action Name	Allow	Deny
Admin		Second Level		
Entities		Material Status		Ø
Calendar My Account		Supplier Material Status		Ø
Second Level		Actions		M
Material Status		Supplier Actions		M
Supplier Actions		Accept		Ø
Scan		Shin		

Click on "Root" to have access to both the first and second level (all privileges).

Since everything had been denied the current user set up has no privileges at all and this will be the starting point.

Root 🥌	Action Name	Change A	ccess To
First Level		Allow	Deny
Admin	Second Level		
User Entities	Material Status		
Calendar	Supplier Material Status		Ø
Second Level	Actions		Ø
Material Status	Supplier Actions		M
Actions Supplier Actions	Accept		Ø
Scan	Ship		Ø
Supplier Scan	Consolidator Ship		Ø
Supplier Reports	Supplier Queue		Ø
Custom Reports	Recall		M
Integration	Reschedule Request		Ø
	Print Cards		
~	Print Duplicate Cards		

Quick Tip – You can click on any Action Name in the column on the left and each category will appear with a list of the privileges for that action.

First Level choices are below, "Admin" and "My Account". Admin also has subsets such as "User, Entities, Calendar and Tools"



Set the Privileges

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Quick Tip - To allow any privileges to be set in the first or second level a check mark must be placed in the box in the Allow column. That will turn Deny off.

If you are selecting any privileges for the "Admin" or "My Account" subsets, you must have "Admin" or "My Account" set to "Allow". An error will appear that states that the "Parent does not have rights". See below.

Ultriva 7.5	x
Parent doesn't have rights	
ок	

UImportant – The Admin (<u>parent</u>) function must be changed to Allow if any functions for Admin are to be turned on.

Quick Tip – All Action fields' lines are in grey.

Setting up the supplier shipper for this example, they will not need many Admin functions as their only responsibility is shipping the product.

Click on "Allow" in the "Admin" field

Root		Change Acce	ess To
First Level	Action Name	Allow	Deny
Admin	First Level		
User			
Entities	🗉 Admin <	→ <u>→</u> <u>→</u>	
Calendar	□ User		
My Account Second Level	Add User		
Material Status	Edit User		\square
Actions Supplier Actions	Enable/Disable User		\square
Scan	View Details		M

Quick Tip – One function that is possible to turn on for most users is My Account. This will allow the users, if turned on, the ability to change their profile and password. They can also make changes to My Preference.

Click on "My Account" (left side of screen) to view all of the subset actions for "My Account"

Action Name Action Name Action Name Clander Calander		Deny
Admin User Entities Calandar		<u>N</u>
User Entities Calendar Calendar		
Entities Change Profile		
Calendar		Υ.
Change Password	Π	M
Tools		
My Account My Preference		\checkmark
econd Level My Business Unit	Π	M

Select "Allow" in the "My Account" field. Select "Change Profile", "Change Password" and "My Preference". A checkmark will appear for each of these.

Important – My Business unit should not be turned on for the average user. In My Business Unit you configure the process which should only be completed by the "Superuser" and/or "Plant Admin".

Root	A sting blance	Change A	ccess To
First Level	 Action Name	Allow	Deny
Admin User	My Account	→	
Entities	Change Profile	M	
Calendar	Change Password	7 🗹	
My Account	My Preference	V	
Second Level	My Business Unit		M

Quick Tip – You can click on any Action Name in the column on the left where "My Account" is green and each category will appear with a list of the privileges for that action.

Click on "Second Level"

Change A Allow	Access To Deny
Allow	Deny
<u>×</u>	
\checkmark	
	Ø

Click on "Allow" in the "Second Level" field.

Privilege Informati	on				
Root		Action Name	Change Acc	ess To	
First Level		Action Name	Allow	Deny	\sim
Admin		Second Level			
User					
Entities		Material Status			
Calendar		Supplier Material Status			
Tools					

Second Level choices



The process of allowing privileges on the second level is the same as the first level.

Important – The Action(s) (<u>parent</u>) function must be changed to Allow if any functions for Actions are to be turned on.

Select "Allow" in the "Actions" field.

My Account	□ Actions	$\longrightarrow \blacksquare$	
Material Status	Supplier Actions	→ 🗹	

Select "Allow" in "Supplier Actions" (parent) field. Allow all "Actions that are Required".

Root	Action Name	Change A	ccess To	
First Level	Action Name	Allow	Deny	-
Admin	Supplier Actions	M		
User	Accept			
Entities			<u>רא</u>	
Calendar	Ship	🔰 🗹		
Tools	Consolidator Ship		M	
My Account				
Second Level	Supplier Queue			
Material Status	Recall			
Actions	Reschedule Request			
Supplier NCR	Print Cards	¥ 🔽		
Scan	Print Duplicate Carde			
Supplier Scan				
Reports	Set Tracking No.			
Supplier Reports	Pat WarkOrder Ne		17	

If you are **shipping** with the "**Master Label**", **Select** "**Allow**" in the "**Master Label**" field. (**parent**) "**Allow**" all of the "**Subset Actions**".

Calendar	Master Label	→→ 🗹	
Tools	Create Master Label		
Second Level	Edit Master Label		
Material Status	Delete Master Label		
Actions Supplier Actions	Ship Master Label		
Supplier NCR	Print Master Label		
Scan Supplier Scan	Add Notes		

Select "Allow" in the "Reports" field. Select "Allow" for all of the "Reports" you would like the user to have access to.

First Level	Reports	> ☑	
Admin	Supplier Reports		M
User Entities	Supplier Status		
Calendar	Consolidated Demand		M
Tools My Account	Excel Reports		M
Second Level	Card History		$\mathbf{\overline{\mathbf{M}}}$
Material Status	Consignment Inventory		M
Supplier Actions	Consumption		M
Supplier NCR	Item Usage		
Scan Supplier Scan	Card Status		V
Reports	Outstanding Shipments		M

	Allow	Deny
Reports	Ø	
Supplier Reports	Ø	
Supplier Status	Ø	
Consolidated Demand	Ø	
Excel Reports	> 🗹	
Card History		Ø
Consignment Inventory		Ø
Consumption		Ø
Item Usage		
Card Status		
Outstanding Shipments	Ø	
Lot Information		
Card Design		

Card Audit		M	>
Supplier Performance	_		
Supplier On-Time		M	
Cycle Time		M	
OnHand Inventory		M	
Outstanding Shipments		M	
Shipment Due		Ø	
Inventory Status		M	
View Notes History	\	Ø	
Red Item Analysis	M		
Savings Analysis By Time		Ø	
Kanban Inventory		Ø	
Stock Out		Ø	

Click to "**Allow**" **Custom Reports** if setting up the users to view the reports. **Click** on the "**Save**" button

Custom Reports	> ☑	
Create Custom Report		M
My Reports	7	
Shared Reports		
		Save » X

The User group has been added.

Global Group	Iobal Group List Y Filters Views @ How do !?									
Filter By	 Select Operator 	▼ Enter V	'alue 🚿	Go 🕨						
Find Title	ind Title 🔗 🖏									
🚔 Add 🛛 🥖 Edit	🖉 Delete	View 🕞 Ass	igned Users 📄 🥅 M	y Routines						
System G	lobal Local									
Title 🔺	Description ⊽	Business Name ⊽	Plant Group? ⊽	Supplier Group? ⊽	Workcenter Group? ⊽	RFQ Group? ⊽	IOT Group? ⊽	QMS Group? ⊽		
EHMD Supplier Admin	EHMD Supplier Admin	-	*	1	*	*	*	*		
HMD View Access	View Excel Reports Only	-	1	*	*	*	*	*		
LJM Supplier Shipper	Supplier Shipper		×	đ	*	*	*	*		
Master Label	Master Label	-	*	4	*	*	*	*		

My Routines

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Quick Tip –A user can change their Actions list or the data they prefer to view under "My Routines". It will allow the user to choose what actions and data they would like view on the "Home" screen on a daily, weekly and/or a monthly basis.

Hor	ne Material Status	Actions	Scan Re	ports I	Integration		Lau	ra Maki TBJ 🔻
В	ıyer Home -						A	Filters 🍟 Favorites
	Inventory Health				v		Alerts	₹≣
	73 Items Stock out risk (High)	Stock out	284 Items t risk (Medium)	Stoc	2588 Items ck out risk (Low)		You have no new alerts	
	Order Tracking				~		My Routines	* E
	18 Cards Orders awaiting Approval	3238 Cards Drders not yet cknowledged	619 Card Orders par for Ship	6 Is st due ping	6302 Cards Orders past due for Receipt	2	Daily Monthly • Release Orders • Analyze Supplier Perform • Receive Goods • Analyze Cycle Time • Create Spike Order • Analyze Inventory Saving • Analyze Virtual Kanban • Analyze Kanban Inventory	nance gs ry

Global Log-in

Log in as an "APP CSR" (superuser). Click on "My Routines"



Quick Tip – At the Global Level you must log in as an APP CSR (superuser). If the user is not an APP CSR and their privileges are set, they can access the Local tab, My Routines. This example we are using the Global tab.

Click on the "Global" tab

System G	Froup List		Tilters 🔲 Views @ How do l?
Filter By	▼ Select Operator ▼	Enter Value	
Find Title	始 絶		
View S	Assigned Users		
System	Global Local		

Select the "User Group"

Global Grou	p List					7	Filters View	s 🥥 How do I?
Filter By	 Select Operator 	▼ Enter	Value 🚿	Go 🕨				
Find Title	約 約							
🚔 Add 🖉 🖉 Edit	t 🛛 💢 Delete 🛛 🖳	View 📑 As	signed Users 📄 🥅 M	y Routines				
System	Global Local							
Title 🔺	Description ⊽	Business Name ⊽	Plant Group? ⊽	Supplier Group? ⊽	Workcenter Group? ⊽	RFQ Group? ⊽	IOT Group? ⊽	QMS Group? ⊽
EHMD Supplier Admin	EHMD Supplier Admir	i -	*		×	*	×	×
HMD View Access	View Excel Reports Only	-	¢	*	*	*	*	*
LJM Supplier 🖌	Supplier Shipper		×	₫.	*	*	*	*
Master Label	Master Label	-	*	4	*	*	*	*
Sorted by: Title								1 to 4 of 4

Click on "My Routines"

Global Group Lis	st		🍸 Filters 📄 Views 🍘 How do l?	
Filter By	Select Operator 💌	Enter Value	5 Go 🕨	
Find Title	M			
🖷 Add 📝 Edit 🔰	🕻 Delete 🛛 💱 View	😭 Assigned Users	My Routines	
System Global	Local			

Quick Tip – The "My Routines" Title column list is editable. The description can be changed if needed.

Click in the box in the "**Daily, Weekly or Monthly**" fields and a **checkmark will appear** by the selection. **Click** on the "**Save**" button

My Routine Title	Privilege	Daily	Weekly	Monthly	
Ship Goods	Ship Goods	✓			
View Supplier Queue	View Supplier Queue				
Recall Shipped Cards	Recall Shipped Cards	↗ ☑			
Print Kanban Cards	Print Kanban Cards				
Print Duplicate Cards	Print Duplicate Cards				
Set Tracking No.	Set Tracking No.				
Master Label	Master Label	¥ 🗆			
Add Notes (Supplier Action)	Add Notes (Supplier Action)				
View Supplier Status	View Supplier Status		✓		
Consolidated Demand	Consolidated Demand				
View Excel Reports (Supplier Reports)	View Excel Reports (Supplier Reports)				~
			<u> </u>		
				,	

"Log Out" and "Log back in" to Ultriva and you will see your selections under "My Routines" set up on your "Home" page.

Inventory Health	Alerts
73 284 2588 Items Stock out risk (High) Stock out risk (Medium)	You have no new alerts
Order Tracking	My Routines 🔶 📲
18 3238 6196 6302 Cards Orders awaiting Orders not yet Orders past due Orders past due Abbroval Orders not yet Orders past due Orders celebt	Daily Monthly • Release Orders • Analyze Supplier Performance • Receive Goods • Analyze Cycle Time • Create Spike Order • Analyze Inventory Savings • Approve Virtual Kanban • Analyze Stock out • View Receipts Due • Analyze Kanban Inventory

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Assign a User to a User Group

Quick Tip – At the System or Global Level the user must log in as an APP CSR (superuser). If the user is not an APP CSR and the privileges are set, the user can access the Local tab, Assigned Users.

"Log- in" as APP CSR (superuser)

Click on "User Group"



Click on the "Global" tab

System Group	System Group List			🍸 Filters 📄 Views 🥥 How do l?
Filter By	Select Operator	Enter Value	60 D	
Find Title	纳 ം			
🐚 View 🕞 Assign	ned Users			
System Glot	bal Local			

Global Grou	ıp List					5	7 Filters 📃 Vie	ws 🥑 How do I?
Filter By Find Title	Select Operator	View Enter	Value	Go 🕨				
Title 🛦	Description ⊽	Business Name ⊽	Plant Group? ⊽	Supplier Group? ⊽	Workcenter Group? ♡	RFQ Group? ⊽	IOT Group? ⊽	QMS Group? ⊽
EHMD Supplier Admin	EHMD Supplier Admin	-	*	4	*	*	*	*
HMD View Access	View Excel Reports Only	Ż	¢	*	*	*	*	*
LJM Supplier Shipper	Supplier Shipper		*	đ	×	×	*	*
Master Label	Master Label	-	*	4	*	*	*	*
Sorted by: Title								1 to 4 of 4

Click on the User Group and the line will highlight. Click on the "Assigned Users" button.

The Assigned Users for the selected group appears. Click on the "Show Unassigned Users" button.

Ass	igned Users	for Group: EHMD Supplier Admin			(2) How do I?
Filter B	y 👻	Select Operator 👻 Enter Value	Go 🕨		
Find U	ser ID 🎄				
🕞 Sh	iow Unassigned User	Remove G Back			
	User ID 🔺	Business unit ∇	First Name ▽	Last Name ▽	Email ID ▽
	alfredo	EBLT Ind	Jose	Castillo	Not Set
	athenait	Athena	Erardo	Ratzenbeck	Not Set
	bdority	ТВЈ	Butch	Dority	butchd@ultriva.com
	ckchua	TOD Inc	СК	Chua	Not Set
	cmehrhar	ТВЈ	Chris	Ehrhard	Not Set
	croser	FST Bearings	Carmen	Roser	Not Set
	dcbreedi	ТВЈ	Debbie	Breeding	Not Set
	ehmd1	EBLT Ind	e	md1	narayanl@ultriva.com
	emd07k9a	Motores Hermeticos Del Sur de CV	Alfredo	Castillo	Not Set
	esnyder	ТВЈ	Elizabeth	Snyder	Not Set
Sorted	I by: User ID			1 to 10 of 24	Prev Page 1 • Next •

Quick Tip – If you have a lot of unassigned users in the system it may be easier to filter for a particular user. See the green arrow. You can also search by page at the bottom of the screen.

Click in the box next to the "User ID" and a checkmark will appear for that user. Click on the "Assign" button.

Ass	ign Users fo	or Group: EHMD Supplier Adm	nin		How do I?
Filter B	iy 👻	Select Operator	<u></u>		
Find U	ser ID 🍦	4 ₩.←			
As	sign				
	User ID 🔺	Business unit ♡	First Name ▽	Last Name ▽	Email ID ⊽
	abarga	Sidney Scroll	Angelia	Barga	Not Set
	ac4u	AC4	ac4	user	support@ultriva.com
	ac8u	AC8	ac8	user	support@ultriva.com
✓	acadmin	TBJ	AC	Admin	Not Set
	agarcia	Scroll Compressors Mexico	Alejandro	Garcia	Not Set
	aloki	TBJ	Kaushik	Patel	kpatel@aloki.com
	aluisi	Sisme	Andrea	Luisi	Not Set
	aurcbride	LJM Machining Supplies	Amy	McBride	Not Set
	atak	Totomak Casting	derya	atak	Not Set
	avaracallo	LJM Machining Supplies	Anita	Varacallo	Not Set
Sorteo	I by: User ID			1 to 10	of 293 Prev Page 1 Next

The selected **User(s)** have been **assigned** to the "**Group**" **successfully**.

Assigned Users for Group: EHMD Supplier Admin	(2) How do I?
The selected User(s) are assigned to the Group successfully	
Filter By Select Operator Enter Value Go Find User ID	
😫 Show Unassigned Users 🛛 🗮 Remove 💽 🔇 Back	
User ID▲ Business unit ▽ First Name ▽ Last Name ▽ Email ID ▽	

Clone a User

Tool Tip – Cloning a user is great to use when you have employees that share the same roles within Ultriva. It saves times cloning verses setting up each employee individually. It assures that the employees are set up the same and removes the possibility of missing certain tasks and/or business units.

Click on "Admin"



Click on "User"



Click on the **user** for which you would like **to clone**. **Click** on the **drop down arrow** by "**More Options**"

User List for TBJ	🍸 Filters 📄 Views 😰 How do l?					
Filter By Select Operator Enter Value Go Enter Value Go Enter Value Go Enter Value Go Co Enter Value G						
∀ User ID ▲	First Name ⊽	Last Name ▽	Email ID ⊽	Work Phone ▽	Buyer Code ⊽	Last Login On ⊽
🞻 acadmin	AC	Admin	Not Set	937-493-2880 🛟		03/20/2008
🧳 aloki	Kaushik	Patel	kpatel@aloki.com	(510) 373-3215 🛟		09/08/2011
🧳 bdority	Butch	Dority	butchd@ultriva.com	408-248-9803 🕼	Butch	06/17/2013
🧳 bills	Bill	Swisher	bills@ultriva.com	720.220.2463 🛟		03/22/2011
🧳 chinauser	china plant	user	narayanl@ultriva.com	5678956789		08/23/2012
🧳 cjgiffor	Cindy	Gifford	Not Set	417-533-8868 🚱	CJG	02/09/2011
🧳 cjrismil	Cindy	Rismiller	Not Set	937-498-3176 🕼		01/26/2010
🥜 cmehrhar	Chris	Ehrhard	Not Set	937-498-3139 🕼		02/11/2011
🧳 cnasu	Mary Lou	Lacy	Not Set	314-555-5555 🕼		01/21/2011
🧳 cnwilson	Criss	Wilson	Not Set	937-493-2786 🕼		08/21/2009
🖉 cynthial	Cynthia	Leonard	cynthial@ultriva.com	408-961-2495 🐶		10/08/2013

Click on "Clone User"

User List for TB.	J		√ Filters ↓ Views ② How do I?			
Filter By	Select Operator	Enter Value	(5) Go 🍺		13.8%	Pinabled P -
Add // Edit	🗱 Disable 🛛 💭 View	More Options			6.2%	
✓ User ID ▲	First Name ⊽	Privileges		Work Phone ⊽	Buyer Code ⊽	Last Login On ⊽
< acadmin	AC	Business units		937-493-2880 🛟		03/20/2008
🧳 aloki	Kaushik	Show Disabled And	d Locked	(510) 373-3215 🛟		09/08/2011
🧳 bdority	Butch	Clone User		408-248-9803 🕼	-248-9803 🚱 Butch	06/17/2013
🧳 bills	Bill	Login History		720.220.2463 🛟		03/22/2011
🥜 chinauser	china plant	user	narayanl@ultriva.com	5678956789		08/23/2012
🧳 cjgiffor	Cindy	Gifford	Not Set	417-533-8868 🐶	CJG	02/09/2011
🧳 cjrismil	Cindy	Rismiller	Not Set	937-498-3176 🛟		01/26/2010
🞻 cmehrhar	Chris	Ehrhard	Not Set	937-498-3139 🛟		02/11/2011
🧳 cnasu	Mary Lou	Lacy	Not Set	314-555-5555 😯		01/21/2011
🞻 cnwilson	Criss	Wilson	Not Set	937-493-2786 🕻		08/21/2009
🖉 cynthial	Cynthia	Leonard	cynthial@ultriva.com	408-961-2495 🌘		10/08/2013

Clor	Clone Users as cynthial							
Filter By	у	▼ Select O	perator 💌 El	nter Value	5 Go 🕨			
Find Us	er ID	#4 #4						
📫 Cla	one 🔇	Back						
	⊽ User	ID 🔺	First Name ∇	Last Name ▽	Email ID ⊽	Work Phone ▽	Buyer Code ∇	Last Login On ∇
	🥜 acad	min	AC	Admin	Not Set	937-493-2880 🛟		03/20/2008
	🥜 aloki	_	Kaushik	Patel	kpatel@aloki.com	(510) 373-3215 😭		09/08/2011
	🥜 bdori	ty	Butch	Dority	butchd@ultriva.com	408-248-9803 🛟	Butch	06/17/2013
	🧷 bills	~	Bill	Swisher	bills@ultriva.com	720.220.2463 🎨		03/22/2011
	🥜 china	iuser	china plant	user	narayanl@ultriva.com	5678956789		08/23/2012
	🥜 cjgiff	or	Cindy	Gifford	Not Set	417-533-8868 🛟	CJG	02/09/2011

Click on the "User" you would like to "Clone As". Click on the "Clone" button.

The user has been cloned successfully.

User List for TBJ		Filters Views @ How do I?
Users cloned successfully from cynthial	X	
Filter By Select Operator Enter Value Select Operator Find User ID Ma	13.8%	Enabled P - Disabled
🚔 Add 🥖 Edit 🐹 Disable 💭 View More Options 🔻]