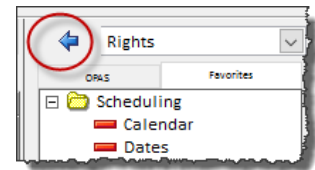


## OPAS User Rights – Create Users via Import function

Log in as System Administrator Log in to OPAS as the System Administrator. If you do not know the System Administrator password, contact OPAS Technical Support

Open the User Rights Management area After OPAS loads, select and open the **User Rights** area via the drop-down list of Program Areas at the top right area of the program.

The OPAS **User Rights** area will launch; this can sometimes take a minute or two to load.



Create the new User Account In this example we will create a new account for **Janice Mendenhall**. She will be a copy of the existing **General Manager** OPAS User account.

In the **User Rights** area, click the middle **Users** tab

Click the NEW icon in the lower right of the screen and create the new User. Note that you do not set permissions until after the User Account is created and saved:

Simply type in the ....

- 1** New **Login Name** for the user (this is the Name you'll enter at the OPAS login screen)
- 2** The **Full Name** of the user
- 3** A **Code** -- initials or other 3-digit / 3-letter code

**4** The new **Password**. Click the Change Password button, type in a new Password and re-type to confirm it.

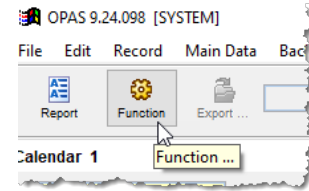
Code	Name	FULLNAME	User Group	loc
DEM	DEMO	DEMO	DATAWRITER	
FIN	Finance Mgr	Finance Mgr	Finance	
GM	GenMgr	GenMgr	DATAWRITER	

**5** The **User Group**. Because Janice Mendenhall's permissions will be copied from the "General Manager" account, Janice must belong to the same User Group as the General Manager:

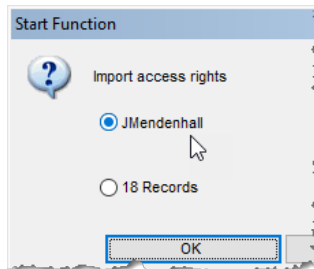
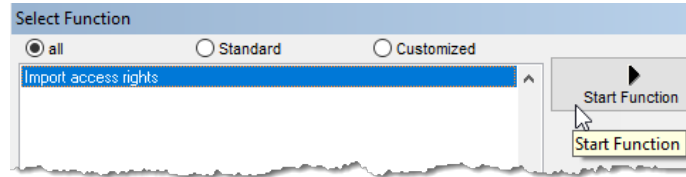
Click **SAVE** icon  to save this new User Account

## Import / Copy the Permissions

Click the **Function** icon at the top left of the OPAS application.



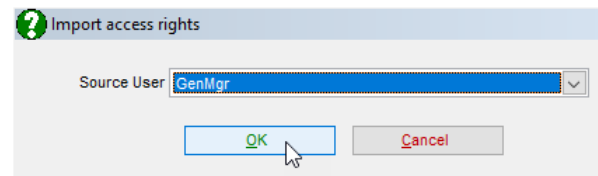
Select the function "Import access rights" and click Start Function.



Confirm on the next dialog that you wish to import permissions for only the User account you just created.

At the next screen select the account *from which* you wish to import rights/permissions. Your options will only be user accounts within the same User Group. (In our example, since Janice Mendenhall is in the User Group "DataWriter", we can only select other "DataWriter" accounts).

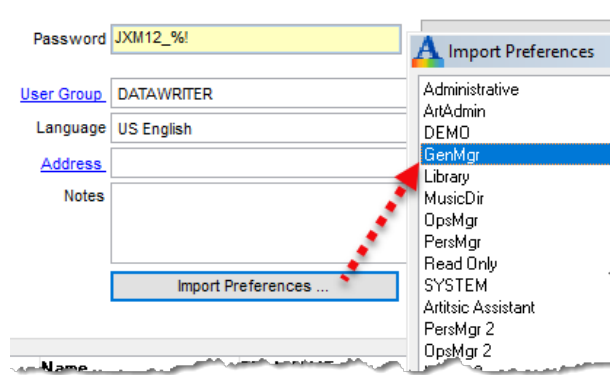
After the account is selected, click the green **OK**.



## Import / Copy Preferences

Finally, import the OPAS **Preferences** – screen settings, column orders, Favorites menu, fonts, color settings, etc. – from the original user account. When a new OPAS user account is created, OPAS initiates default screen settings that are usually unhelpful and this step completes the user duplication process.

Simply click the **Import Preferences** button, select the OPAS user whose settings you wish to adopt (typically this will be the same User account from which the Permissions were imported) and click the green **OK**.



Now the new user account will have adopted both the permissions *and* the screen settings.