

HEALTHCARE IT

## **Exa® PACS RIS**

## **Feature Summary**

**Copy Profile Settings** 

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You can copy a user profile to a new user by using the **COPY PROFILE SETTINGS** feature. This can be an easier way to configure new users.

## **COPY PROFILE SETTINGS**

1. Go to SETUP > USER MANAGEMENT > COPY PROFILE SETTINGS.

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Source User * Select Source User	NE ASSIGNED STUDIES ASSIGNED PATIENTS THIRD PARTY TOOLS COPY PROFILE SETTINGS	AL APPS
Source User * Select Source User		SAVE
	Select Source User	
Destination User * Select Destination User * T	Select Destination User 💌 🛨	

2. Under Source User, select the user to copy settings from.

Note: Inactive users also appear as possible source users.

Source User *	Select Source User	
Destination User *		
	<del>cnysyracuse()</del>	•
	<del>collabimaging1()</del>	
	<del>collabimaging2()</del>	
	columbiaexa	
	compspine	
	concentra	
	conwayregional .	-

3. Under **Destination User**, select a user to copy settings *to*.

Source User *	adminulmer × ×	
Destination User *	Select Destination User 🔺 🕂	
	desertmedicalimaging()	^
	dharris	
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	DHREF1	
	dhref2	
	dhtech	
	п.	•

**4.** Select the plus + button to add the destination user. Repeat for multiple destination users. Select to remove a destination user.

Source User *	adminulmer	×	*	
Destination User *	Select Destination User	×	*	+
dharris $ imes$ ady	ver2 🗙			

## 5. Select SAVE.

A message appears at the top of the screen to confirm the copy. Users must sign out and back in again for changes to take effect.

Copied user profiles. Changes will take effect on next login.

**NOTE:** User settings, viewer settings, and user profile settings are copied, but study filters are not copied.