

We are currently updating the OP Help Center content for the release of OP 14.19 or OP 19. OP 19 is a member of the certified OP 14 family of products (official version is 14.19.1), which you may see in your software (such as in Help > About) and in the Help Center tabs labeled 14.19. You may also notice that the version number in content and videos may not match the version of your software, and some procedural content may not match the workflow in your software. We appreciate your patience and understanding as we make these enhancements.

# When creating a new Role, can I copy another Role or do I have to start from scratch?

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Roles can be copied so that individual permissions can be added or taken away. To copy a Role, navigate to **OP Practice Portal > User Administration > Roles** Then, complete the following:

1. Select the Role that will be copied.
2. Click the **Duplicate Role** button located in the upper right-hand corner of the window.
3. Give the new Role a Name and Description in the appropriate fields.
4. Select or deselect the permissions that are applicable to the new Role.
5. Review the members of the new Role.
  - If a member is listed that should not be carried over to the new Role, click the **Remove** button. To remove more than one member at a time, select the checkbox to the left of each member's name, and select **Remove** from the Action drop-down menu.
  - To add a member that is not already listed in the new Role, search for and select them using the **Add User** search field.
6. Click the **Save** button to save the new Role.