

# Copy Website Role for New Role

This article details the process of creating a new role by copying an existing role. This is useful when two roles are similar but may have a few differing flag settings or functions.

## Step-by-step guide

1. Login to CMS as an Administrator.
2. Navigate to **Users Roles** (zRoles.aspx).
3. Enter the role name (or part thereof) in the **Search For** box and click **Search**.
4. Select the required role.
5. The **Role Details** tab will be displayed. Click **Copy**.

Search

Role Details

Functions

Navigation

Sorting

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Role Name : CSSUser

Role Details

6. In **Role Name**, enter the name of the new role.
7. In **Description**, enter a description of the new role.
8. Enter details in other fields as required.
9. Click **OK** to save changes.

Search

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Role Name : CSSUser - Test

Role Details

The new role has now been created. Other settings under the other available tabs (e.g. "Functions" ) may now be changed as required.

## Related help

- [CC Order Confirmation emails](#)
- [User Impersonation](#)
- [User Logins & Registrations](#)
- [Website User Maintenance for Account Admins](#)
- [Website User Roles](#)