

# How to Import User and User Roles by using IO Import via XML

[Version 1]

Hazel

[31-12-2020]





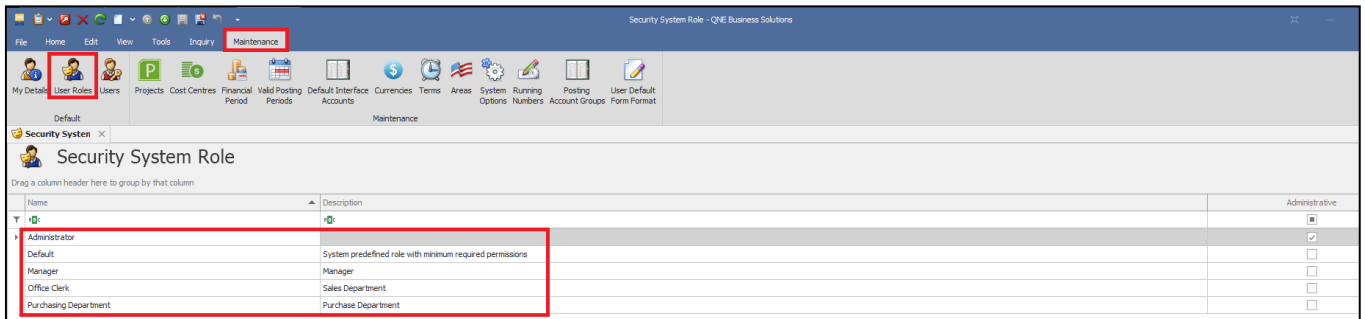
## SCENARIO

How to Import User and User Roles by using IO Import via Excel. This method suitable to use for new created database but need to be access by the same batch of accounting staff.

Company A = Existing Company

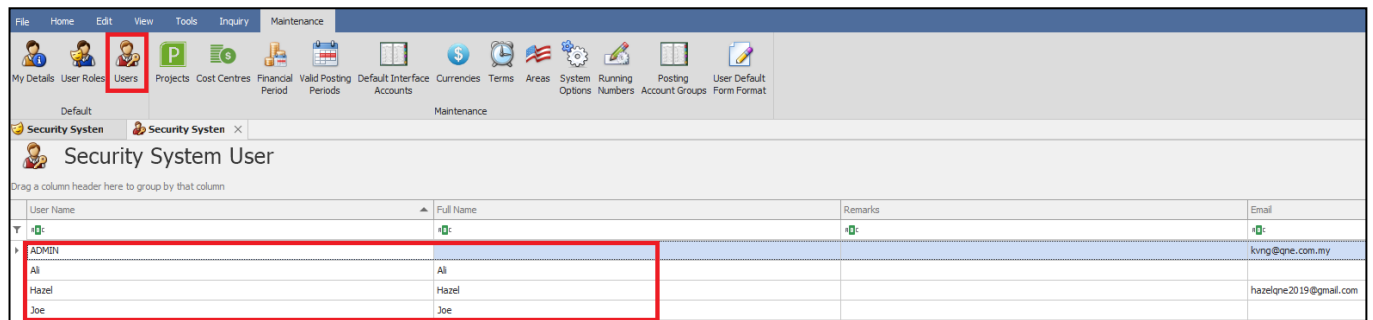
Company B = New created company

\*Below is the completed System Role & System User from Company A and we want apply the same to Company B.



The screenshot shows the 'Security System Role' interface in the QNE software. The 'Maintenance' menu is highlighted in the top navigation bar. The 'Users' icon in the toolbar is also highlighted. The main table lists several system roles with their descriptions and administrative permissions.

Name	Description	Administrative
Administrator	System predefined role with minimum required permissions	<input checked="" type="checkbox"/>
Default		<input type="checkbox"/>
Manager	Manager	<input type="checkbox"/>
Office Clerk	Sales Department	<input type="checkbox"/>
Purchasing Department	Purchase Department	<input type="checkbox"/>



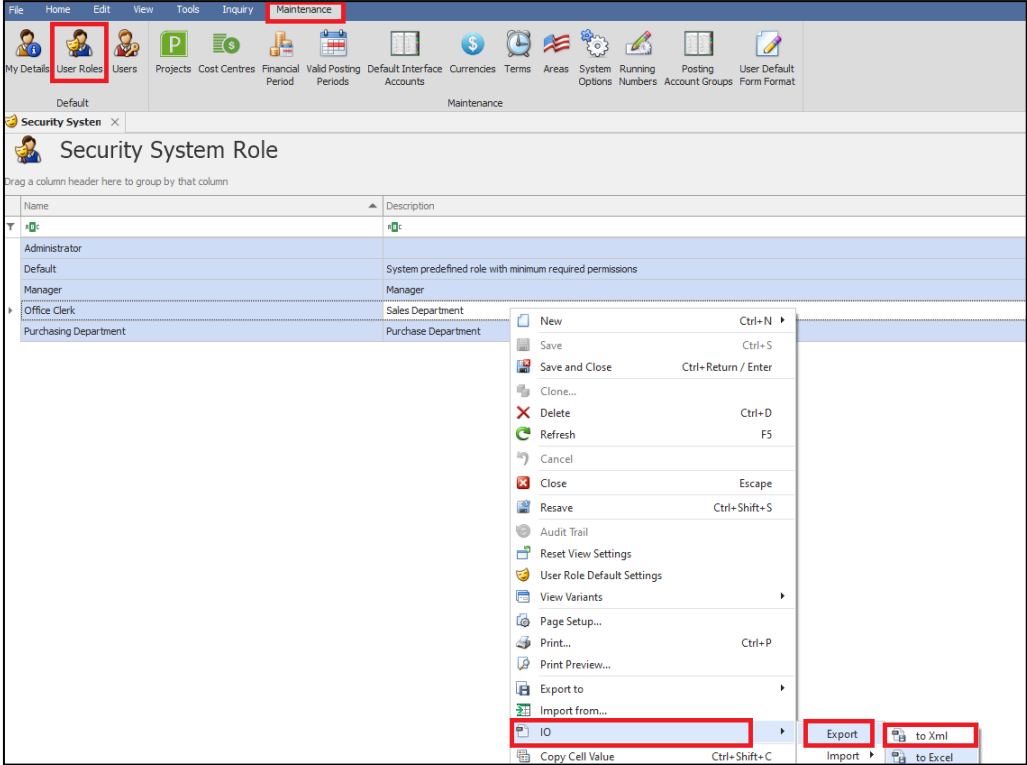
The screenshot shows the 'Security System User' interface in the QNE software. The 'Maintenance' menu is highlighted in the top navigation bar. The 'Users' icon in the toolbar is also highlighted. The main table lists several system users with their full names, remarks, and email addresses.

User Name	Full Name	Remarks	Email
ADMIN			
Ali	Ali		kving@qne.com.my
Hazel	Hazel		hazelqne2019@gmail.com
Joe	Joe		

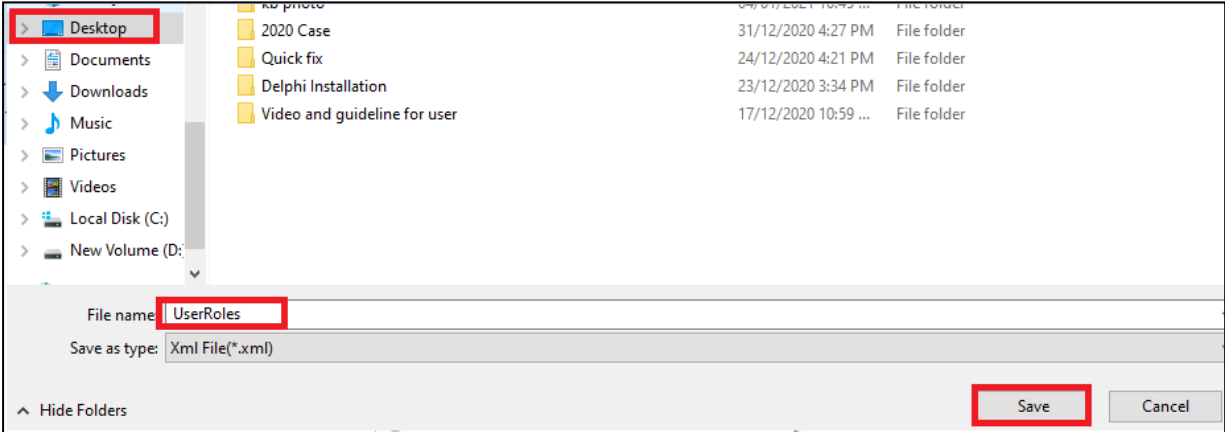
## SOLUTION

1. Login to Company A > Go to Maintenance > User Roles

2. Ctrl + A to select all the record > Right click > IO Export to XML

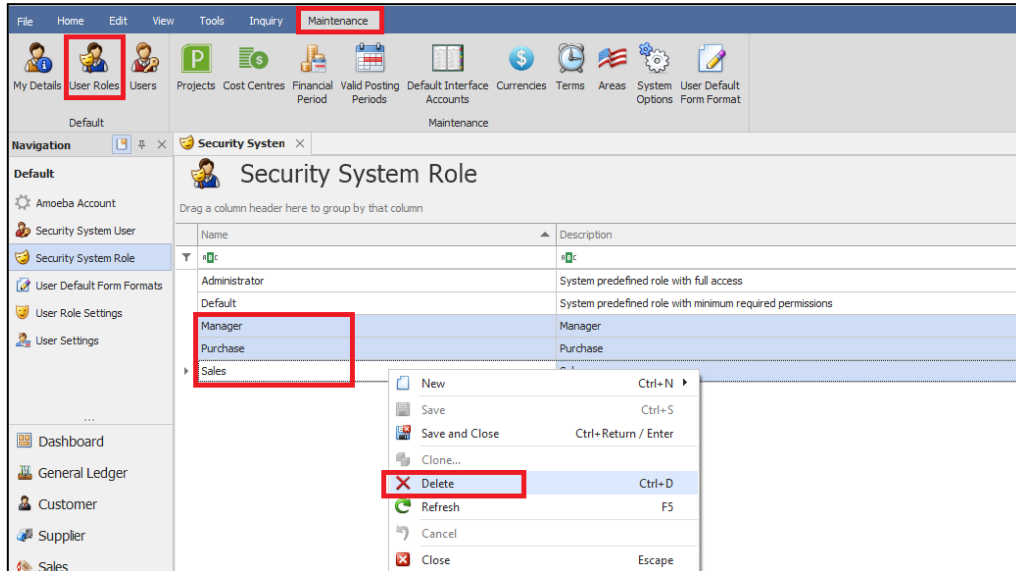


3. Choose where you want to save the file

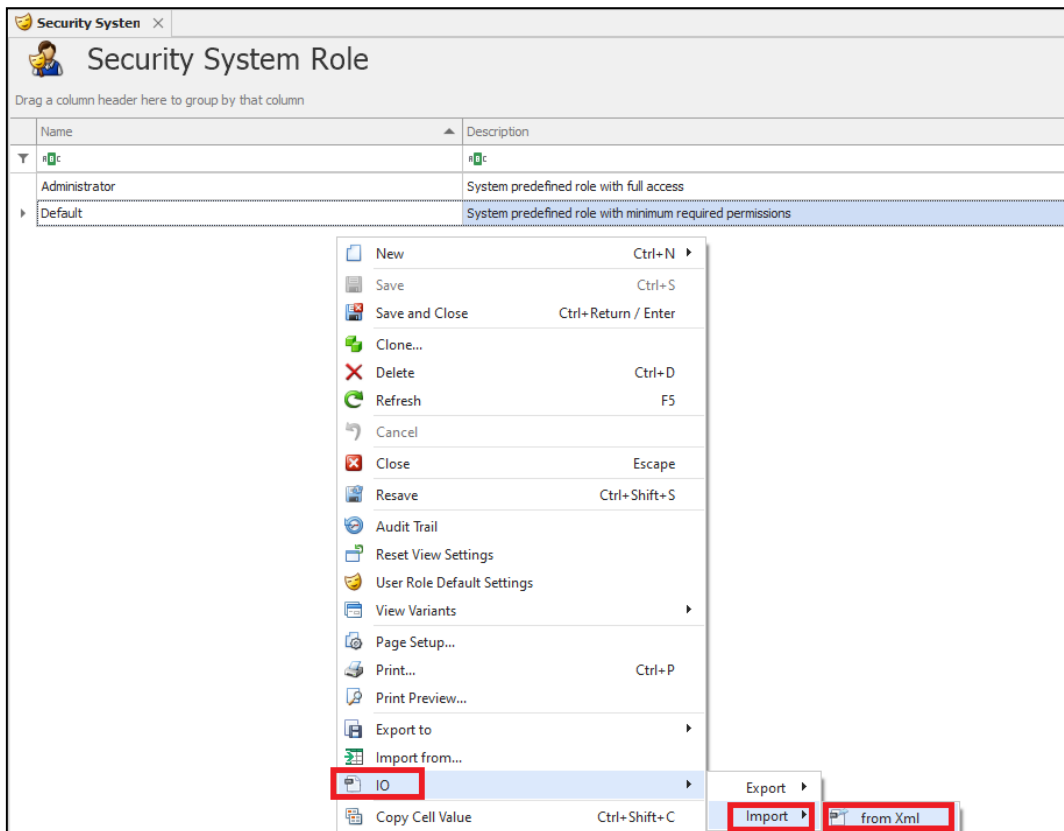




4. Login to Company B > Go to Maintenance > User Roles
5. Delete the “Manager”, “Purchase” and “Sales”

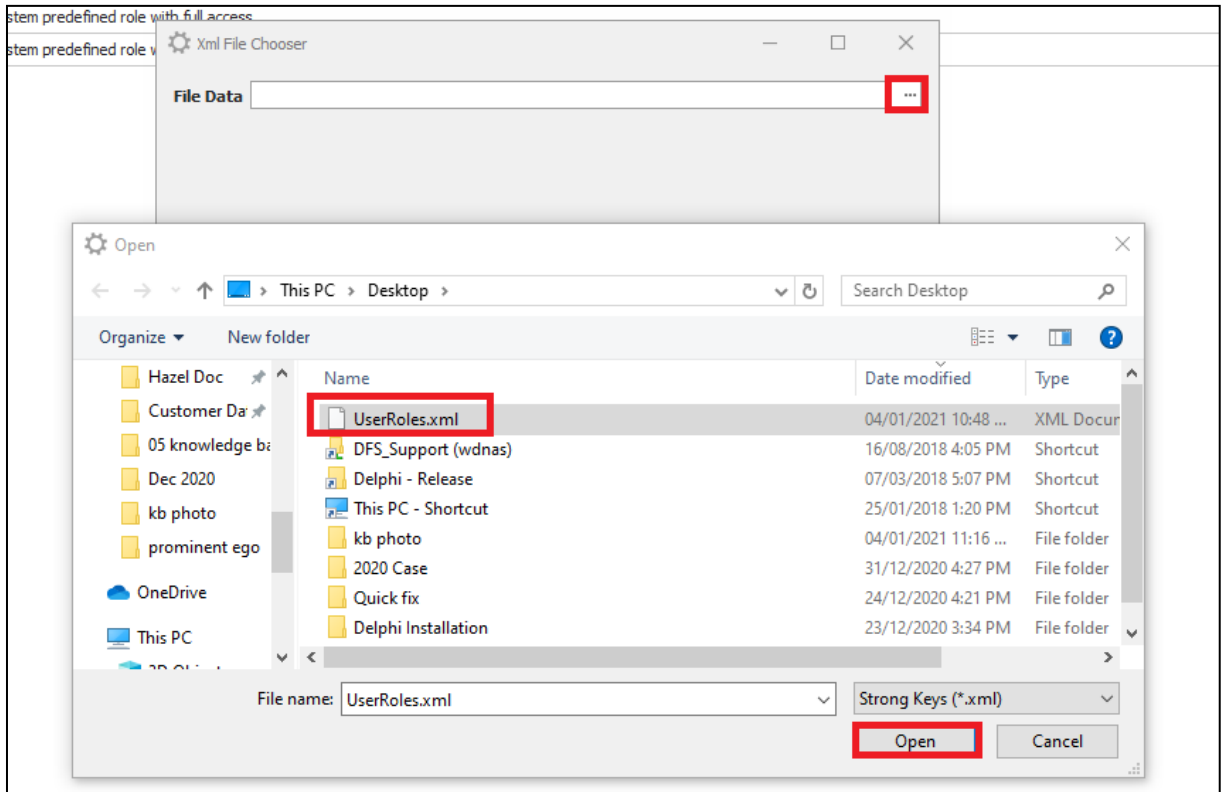


6. Right Click on the blank space > IO > Import from XML

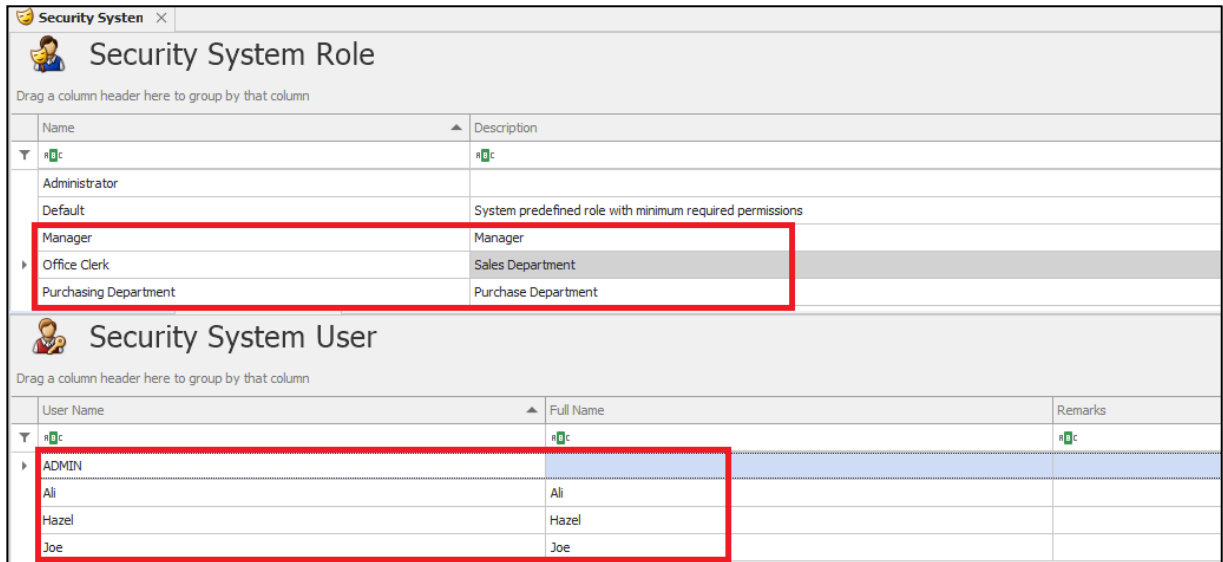




7. Choose the XML file > Click "Open" > Click "OK"



8. Now you can see all the User Roles and User has been imported.



DONE 😊