

Clone App Documentation

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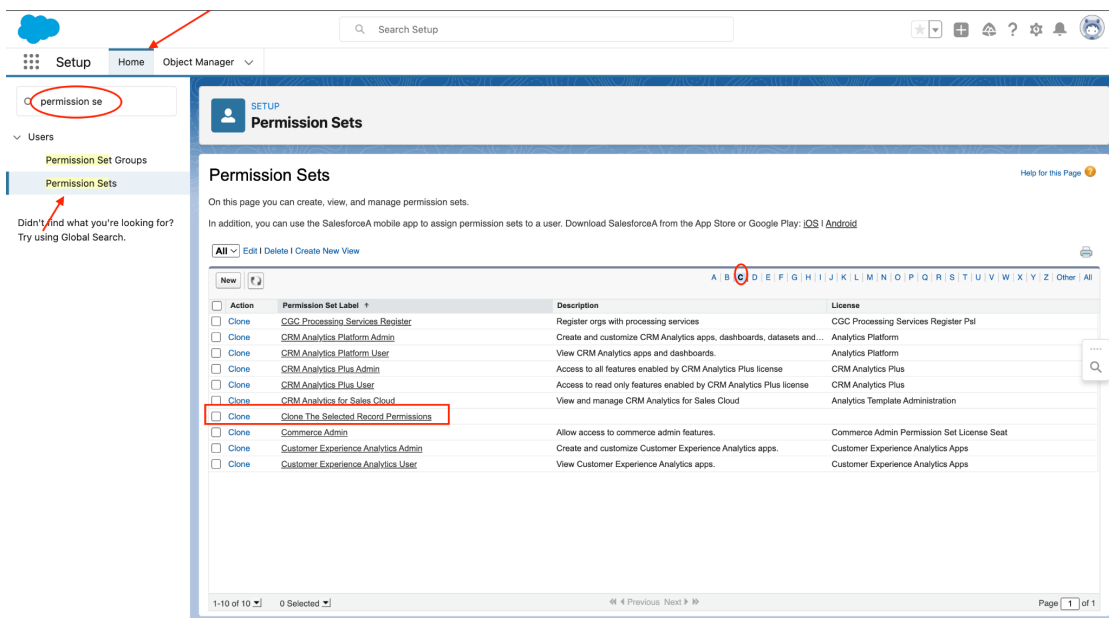
Installation & Setup

1. Installation

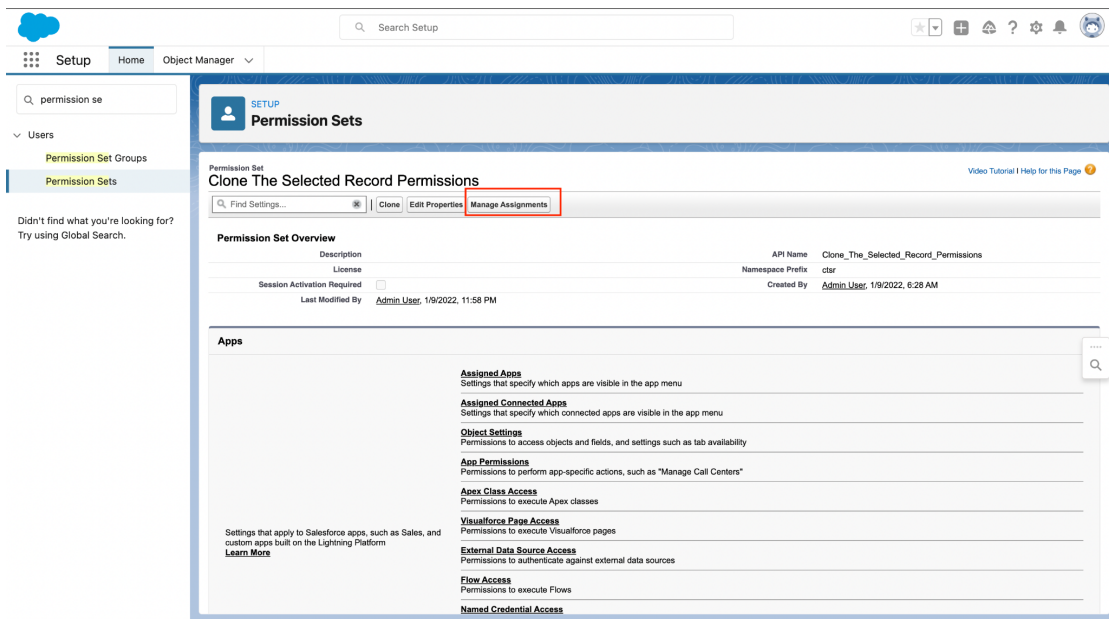
- Admin can install the CloneUser application from the Salesforce app exchange. ([Click Here](#))

2. Permission Set Assignment

- By default, the application will be installed for System Administrator, if You are an admin and want to give the application access to other users, follow the below steps.
- From the setup, search for permission set, Select Permission Sets and then Select the letter “C” there you will find the permission set “**Clone The Selected Record Permissions**”. Click to open it



- Now Click on “**Manage Assignments**” button and then click on “**Add Assignment**”



- There you will see the list of users, Select users whom you want to provide the access to the clone application and click on the assign button

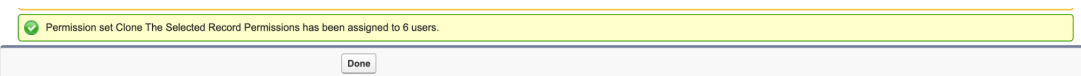
Assign Users

Admin Users

View: Admin Users [Edit](#) | [Create New View](#)

☒ Action			
Full Name ↑		Alias	Username
☒	Edit Login	Goyal, Rohit	rgoya
☒	Edit	Goyal2, Rohit	rgoya1

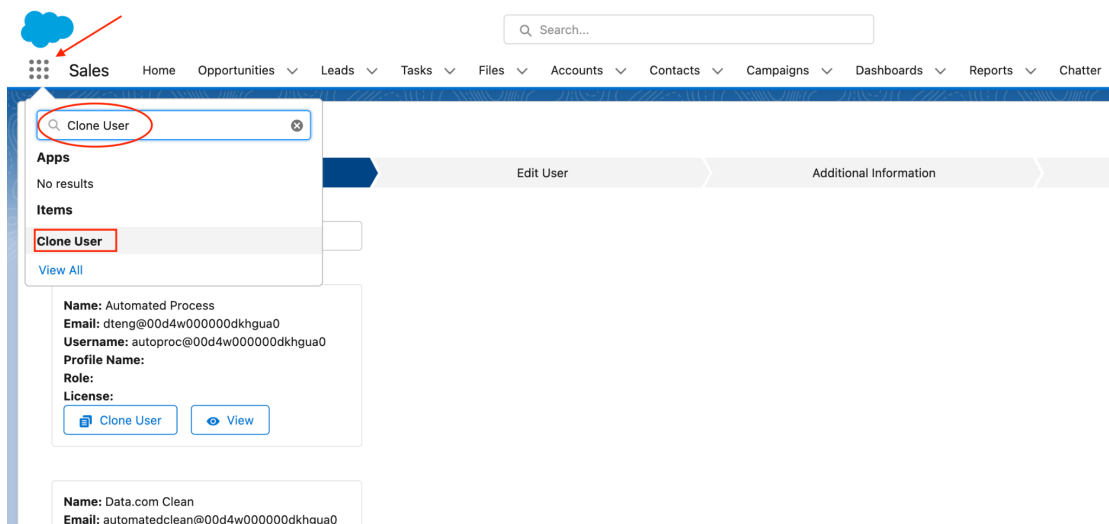
- You will see a success message then click on done.



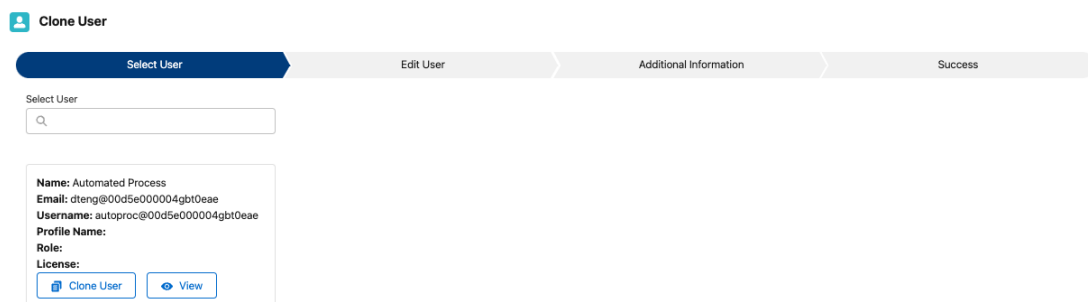
User Guides

1. Accessing Application

- After installing the application click on the app launcher on the top left side of salesforce.
- Select **Clone User** as the application.



- Once application is clicked you will land on page as below



- If you are not able to view, check if it's visible on your profile.

2. Usage Guide

- Enter the name of the user in the search bar. Admin will be presented with two options to either view the searched user record or clone it as below

 **Clone User**

Select User

Select User

Admin

Name: Admin User
Email: amitsingh@clone-app.org
Username: amitsingh@clone-app.org
Profile Name: System Administrator
Role: CEO
License: Salesforce

[Clone User](#) [View](#)

- Once clicked on the View button, Admin will be redirected to the selected user page as below.

User Detail [Edit](#) [Sharing](#) [Reset Password](#) [Login](#) [Freeze](#)

Name	Admin User	Role	CEO
Alias	AUser	User License	Salesforce
Email		Profile	System Administrator
Username		Active	✓
Nickname	admin	Marketing User	✓
Title		Offline User	✓
Company	Recruiting Application	Knowledge User	
Department		Flow User	
Division		Service Cloud User	
Address	US	Site.com Contributor User	
Time Zone	(GMT-07:00) Pacific Daylight Time (America/Los_Angeles)	Site.com Publisher User	
Locale	English (United States)	WDC User	
Language	English	Mobile Push Registrations	View
Delegated Approver		Data.com User Type	
Manager		Accessibility Mode (Classic Only)	
Receive Approval Request Emails	Only if I am an approver	Debug Mode	
Federation ID		High-Contrast Palette on Charts	
App Registration: One-Time Password Authenticator		Load Lightning Pages While Scrolling	✓
App Registration: Salesforce		Send Apex Warning Emails	

- On click of the clone user button, Admin will be presented with the below screen to enter the details of the new cloned user record.

 **Clone User**

Select User

Edit User

Additional Information

Success

Profile Name : System Administrator
Role : CEO
License: Salesforce

* First Name Admin	* Username admin@clone-app.org	Clone Related Records? ☐ Group Membership ☐ Queue Membership ☐ Permission Sets & Permission Set Groups
* Last Name User	* Alias AUser	
* Email admin@clone-app.org	Title	
* Nickname admin	Federation ID	
Phone	Fax	

[< Go Back](#)
[Clone User](#)

- Enter all the information as required.
- Checking the checkbox “Group Membership” or “Queue Membership” will allow the admin to include a new user record to be added in existing groups or queues (User will be provided with groups and queue selection)
- Similarly selecting Permission Set or Permission Set Group will allow the admin to pre-include required permission sets to newly created users.
- Click on clone user once all the information is populated, admin will land on the page as below.

The user was created successfully!. Do you want to add additional resources?

Search Permission Set(s)/Group(s) Search...	Search Group(s)/Queue(s) Search...
---	--

[Skip this Step](#)
[Assign Selected Records](#)

- On the above page, we need to add appropriate permission or group or queue, which the Admin wants the new user to be part of. On click search bar Admin will get a drop-down to choose records from as below

Search Permission Set(s)/Group(s)

Q Pass

☒ Password_Never_Expires

Cancel Done

- Once both permission sets and groups are selected you will see the page below.

The user was created successfully!. Do you want to add additional resources?

Search Permission Set(s)/Group(s)

Q Search...

☒ Password_Never_Expires X

Search Group(s)/Queue(s)

Q Search...

☒ AMER X

[Skip this Step](#) [Assign Selected Records](#)

- If you click on “Skip this Step”. Admin will be redirected to the success page and no permission set or groups will be added to the user
- On validating the data, click on the “**Assign Selected Records**” button.
- The new user will be created and admin will land on below page.

✓ User Admin User was created.

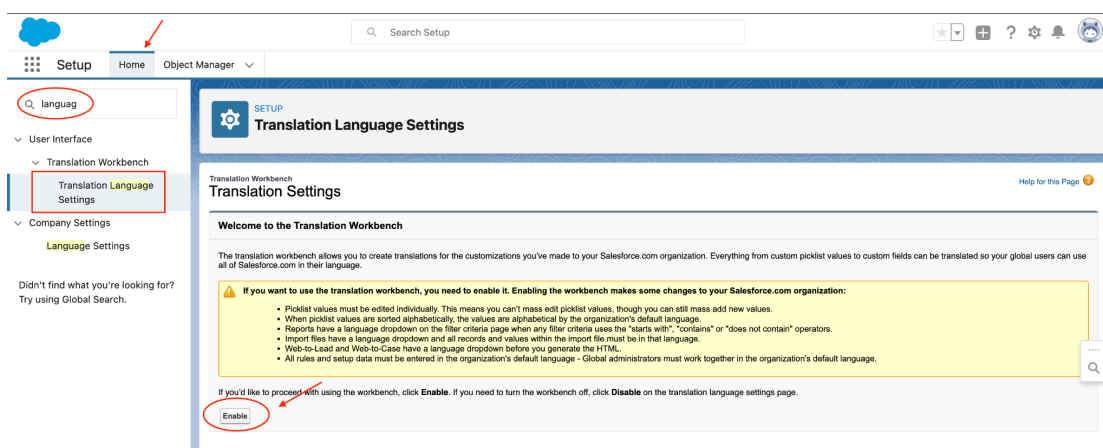
Name: Admin User
Email: amitsingh@technoge.in
Username: amitsingh@clone-app.org
Click [Admin User](#) to visit User Record Page.

Clone another User

Enable Multiple Language

If your business is expanded in multiple continent and countries, this application also gives you the ability to clone the user in multiple languages

1. Go to setup → Search for **“Translation Language Settings”**
2. Click on **“Translation Language Settings”**
3. Click on Enable to Enable the transaction language



4. You will see the list of all the languages supported by the application. Click edit and activate the language which you want to use.

Click Add to select the languages your organization supports and the users who are responsible for translating that language.

Supported Languages			Add
Action	Language	Active	Translator(s)
Edit	Swedish	☐	
Edit	Russian	☐	
Edit	Thai	☐	
Edit	Italian	☐	
Edit	Dutch	☐	
Edit	Korean	☐	
Edit	Japanese	☐	
Edit	Portuguese (Brazil)	☐	
Edit	Norwegian	☐	
Edit	English	☐	
Edit	Chinese (Traditional)	☐	
Edit	Chinese (Simplified)	☐	
Edit	German	☐	
Edit	Danish	☐	
Edit	French	☐	
Edit	Finnish	☐	
Edit	Spanish (Mexico)	☐	
Edit	Spanish	☐	

5. Select the appropriate users for the translation.

Testing

1. Records Created

- Once the user is cloned you can validate whether the user is available or not by following the below steps :
 - Click on the gear icon.
 - Go to setup
 - Search user
 - Click on users
- Admin will be able to view newly created users here.

2. Error Handling

- Admin needs to make sure when cloning the user record, the username entered should be unique else below error will be displayed.

Error cloning records. [Show details.](#)

Insert failed. First exception on row 0; first error: DUPLICATE_USERNAME, Duplicate Username.

The username already exists in this or another Salesforce organization. Usernames must be unique across all Salesforce organizations. To resolve, use a different username (it doesn't need to match the user's email address). : [Username]

- Admin needs to make sure when cloning the user, that the nickname needs to be unique else the below error will be displayed.

Error cloning records. [Show details.](#)

Insert failed. First exception on row 0; first error: DUPLICATE_COMM_NICKNAME, Duplicate Nickname.

Another user has already selected this nickname.

Please select another.: [CommunityNickname]