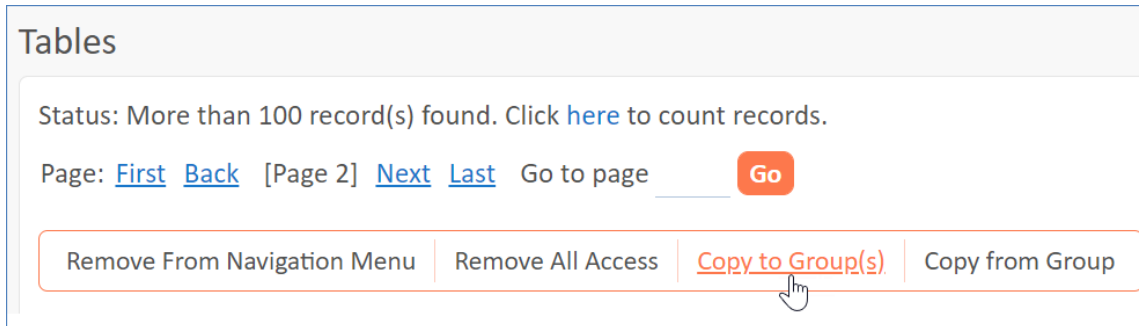# Copying Group Permissions

Group permissions can be exported and imported between different tables by using the Copy to Group(s) and Copy from Group functions on the Tables tab of the Group Permissions wizard. You can also copy group permissions for an individual field on the Permissions tab of the Field wizard.

Copy to Group button

Copy Permissions to Groups

Select at least one table from the list and click Copy to Group(s) in the action bar. In the window that opens, you can copy these table permissions to another group in the system. You can select an existing group from the list or create a new one.

To copy permissions to existing groups:

1. In the Copy to Group(s) window, ensure that "to the following group(s)" is selected.
2. Select all of the relevant groups to which the current table's permissions should be copied.
3. Click Finish.

To copy permissions to a new group:

1. In the Copy to Group(s) window, select New Group.
2. Enter a Group Name.
3. Optionally, enter a detailed Group Description.
4. Click Finish.

Copy Permissions from a Group

Select at least one table from the list and click Copy from Group in the action bar. In the window that opens, you can copy permissions from another group for all the tables you selected.

To copy permissions to tables from a group:

1. In the Copy from Group window, select a group in the drop-down.

2. Click Finish.

Copy Permissions from a Field

When editing or creating a field, you can copy the permission settings of another field to make the process quicker.

1. In the Field wizard, go to the Permissions tab.
2. At the top, select another field in the drop-down whose permissions you want to copy.
3. Click Copy Permissions. The other fields on the Permissions tab are updated automatically to match the permissions of the field you selected.