

Create a New User Group

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Overview

An Administrator can add new User Groups to the system. A **User Group** organizes system users into specific groups based on their organizational role (e.g., Employee, Management, etc.). Adding users to a User Group allows an Administrator to assign multiple users within a User Group to a Role by assigning the User Group to a Role instead of manually assign a Role to each user.

User Account Requirements

The user account you use to log into Resolver must have Administrator permission to access the **Admin Overview** screen.

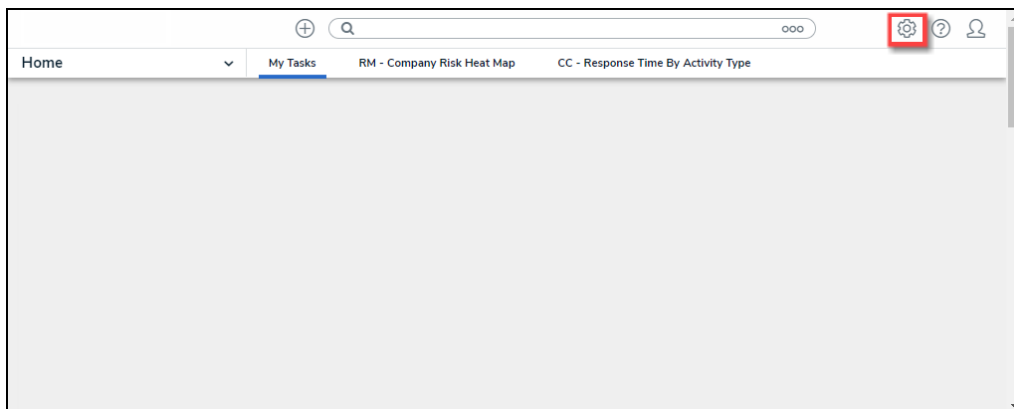
Related Information/Setup

Please follow the link below for more information regarding User Groups.

- [User Group Overview](#)

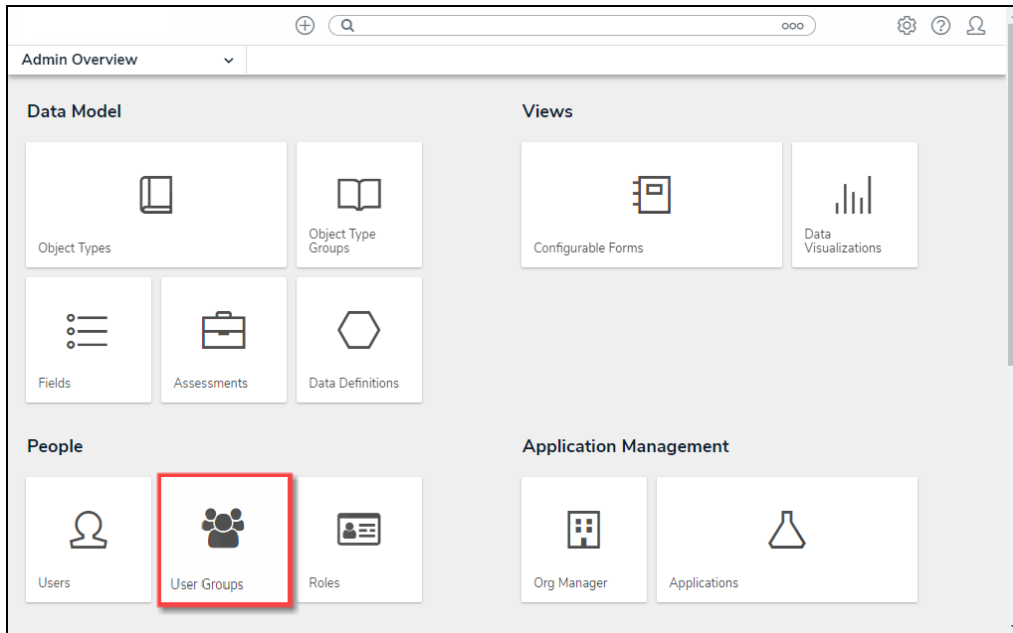
Navigation

1. From the **Home** screen, click the **Administration** icon.



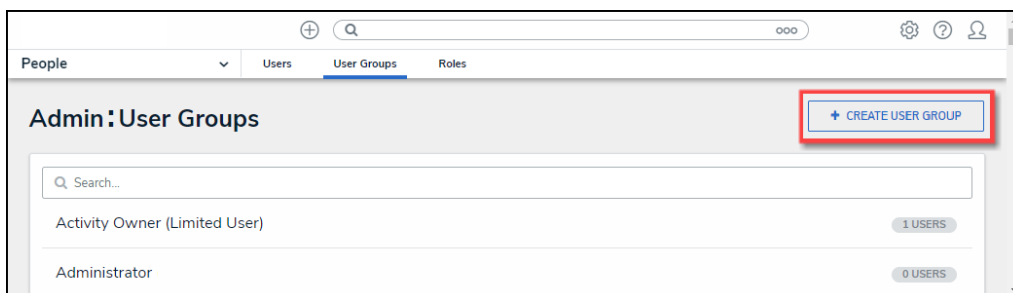
Administration Icon

2. From the **Admin Overview** screen, click the **User Groups** tile under the **People** section.



User Groups Tile

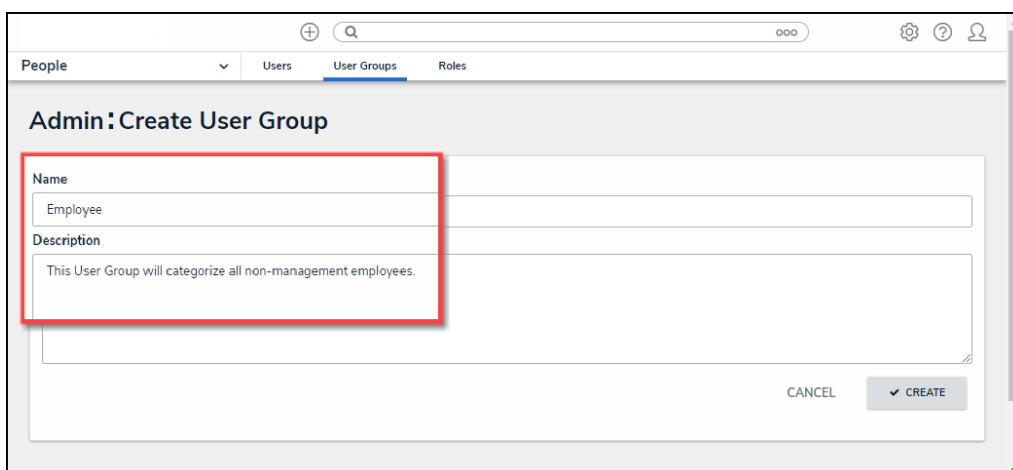
3. From the **Admin: User Groups** screen, click the **+Create User Group** button.



+Create User Group Button

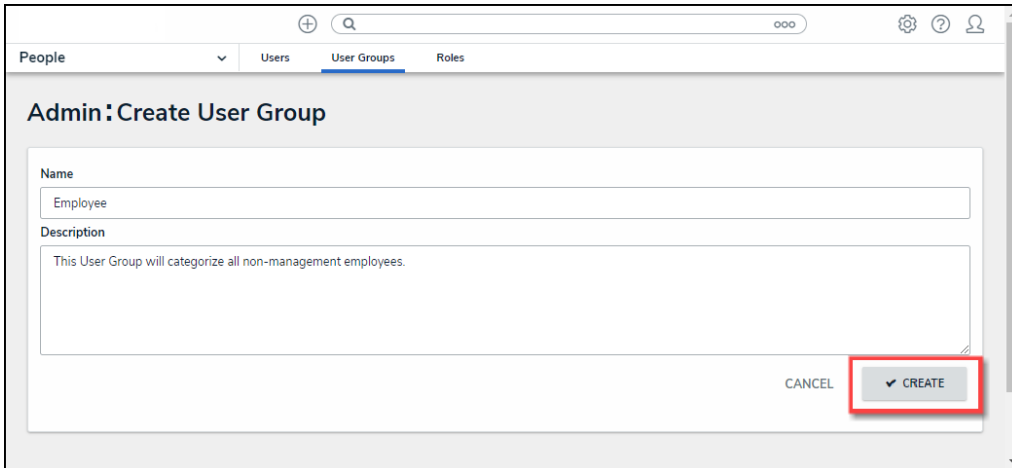
Creating a User Group

1. From the **Admin: Create User Group** screen, enter a User Group name in the **Name** field.
2. **(Optional)** Enter a brief description outlining the User Group in the **Description** field.



Admin: Create User Group Screen

3. Click the **Create** Button to add the new User Group to the system.



Create Button