

Edit or Delete a User Group

Last Modified on 06/13/2024 1:49 pm EDT

Overview

An Administrator can make changes to a User Group or delete a User Group from 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 assigning a Role to each user.

If your organization uses LDAP, adding or removing users on a User Group will need to be done from LDAP. If changes are made in Resolver, any changes will revert during the next LDAP sync.

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.

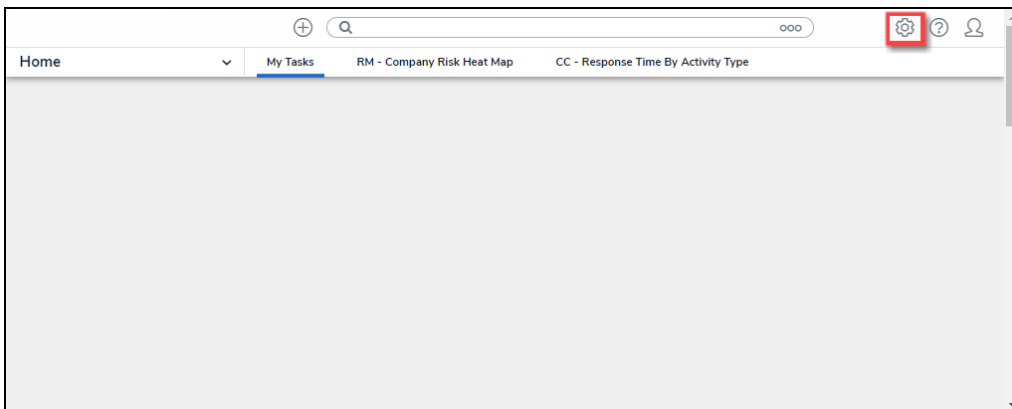
- [User Group Overview](#)

Please follow the link below for more information regarding LPAD.

- [Configure & Run the LDAP Sync Tool](#)

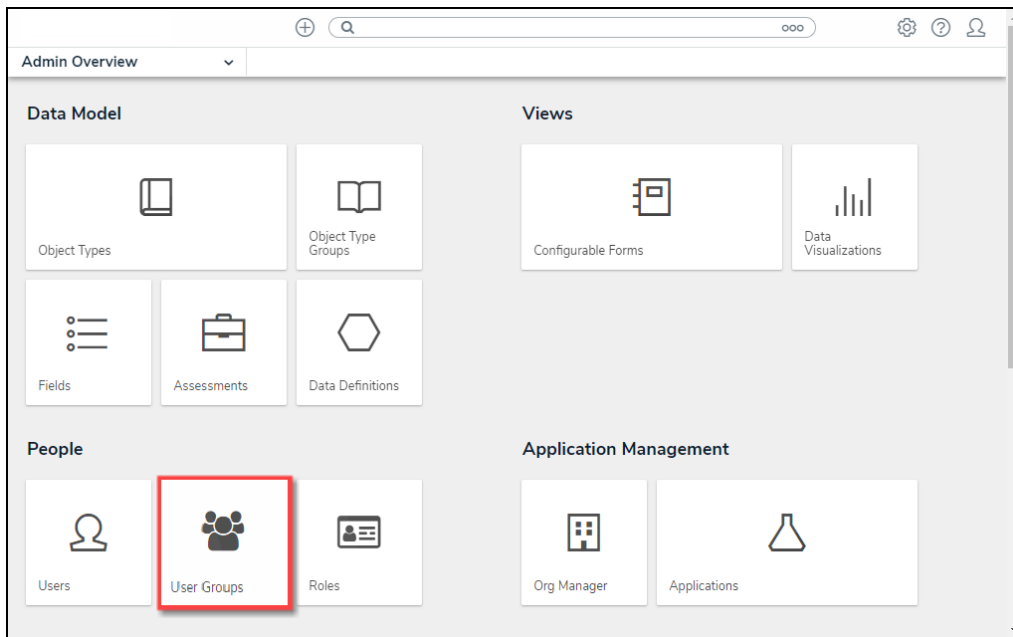
Navigation

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



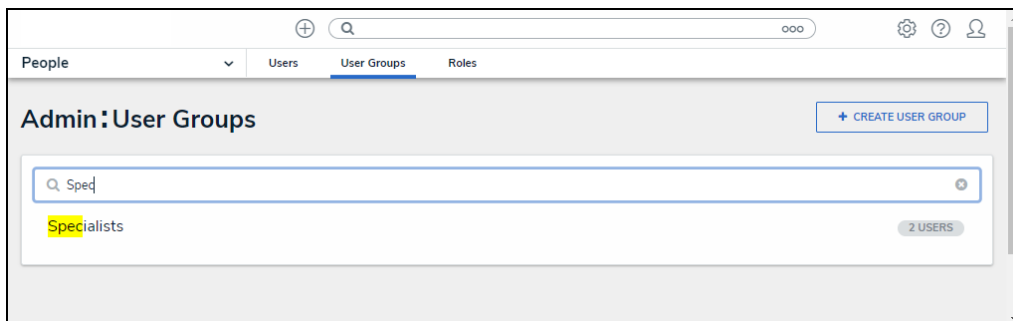
Administration Icon

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



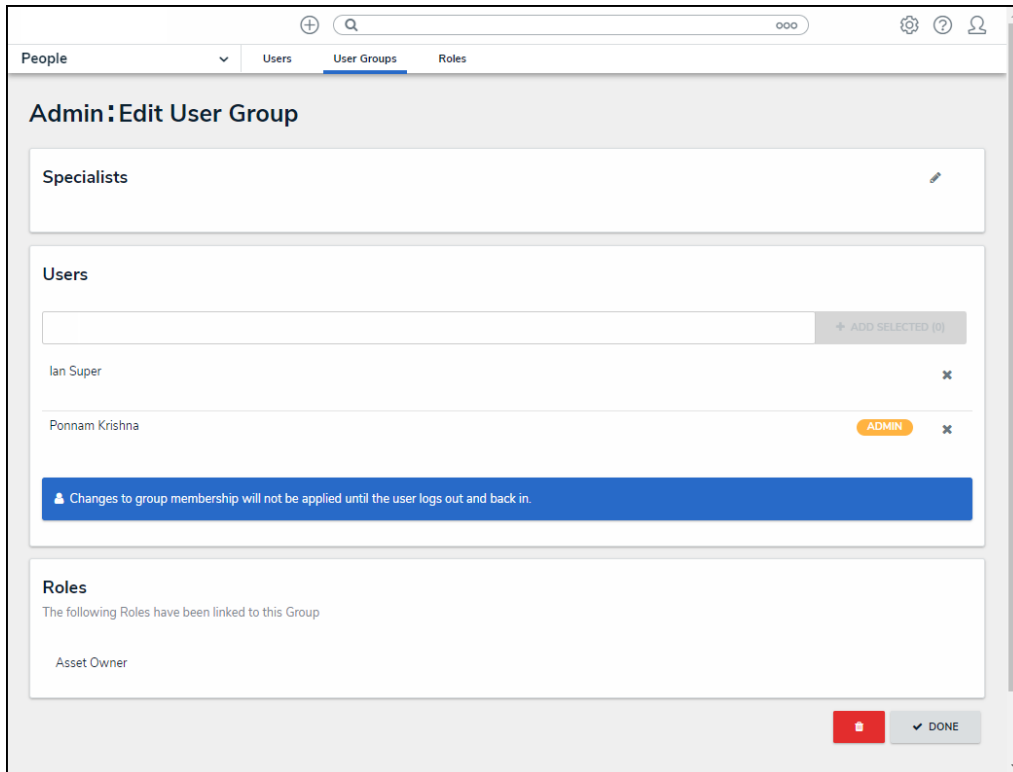
User Groups Tile

- From the **Admin: User Groups** screen, enter a **User Group Name** or keyword in the **Search** field or scroll down until you locate the correct User Group.



Search Field

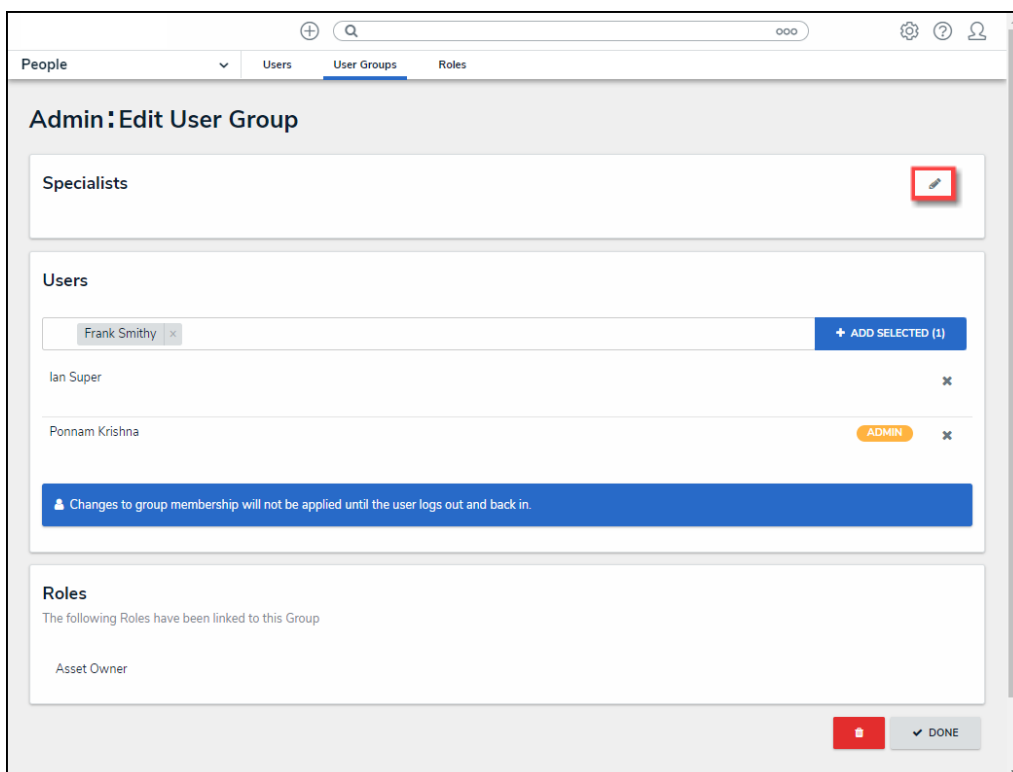
- Click a **User Group** to open the **Admin: Edit User Group** screen.



Admin: Edit User Group Screen

Editing a User Group

1. From the **Admin: Edit User Groups** screen, click the **Edit** icon to edit the User Group's **Name** and **Description** fields.



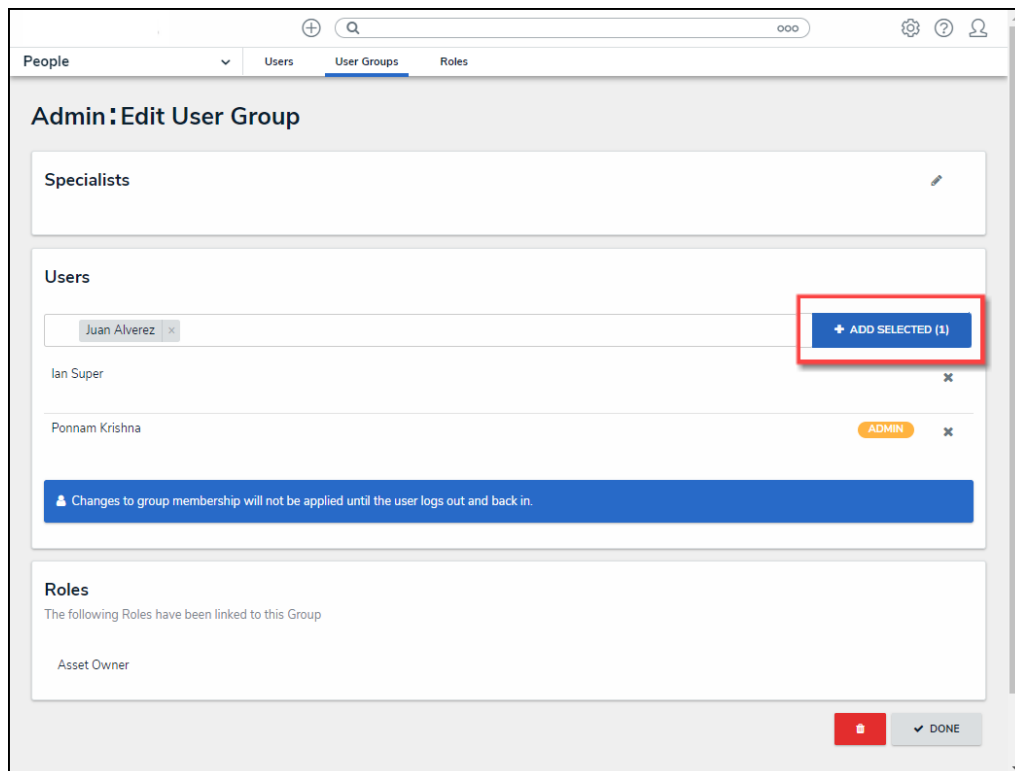
Edit Icon

2. Enter a User's name in the **Users** field and click the user's name from the drop-down list. Continue adding more users as required.
3. Click the **+Add Selected** button to add the selected user to the User Group.



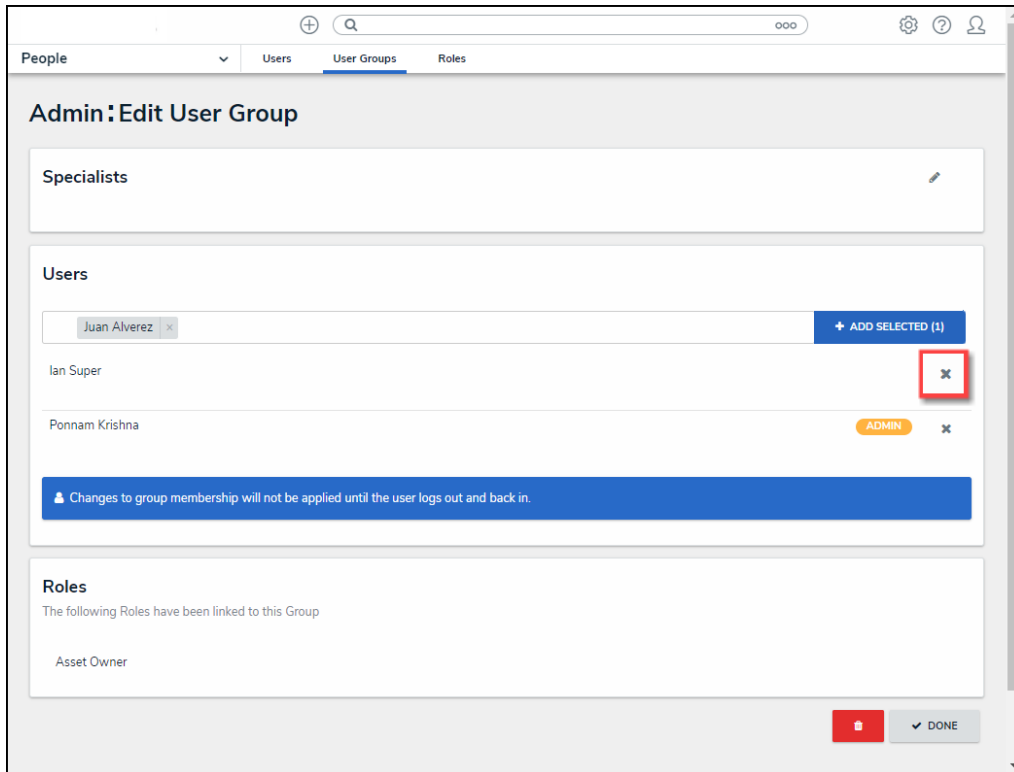
Note:

Users who are currently logged in when they are added to a user group will need to log out and then log back in before the changes are applied.



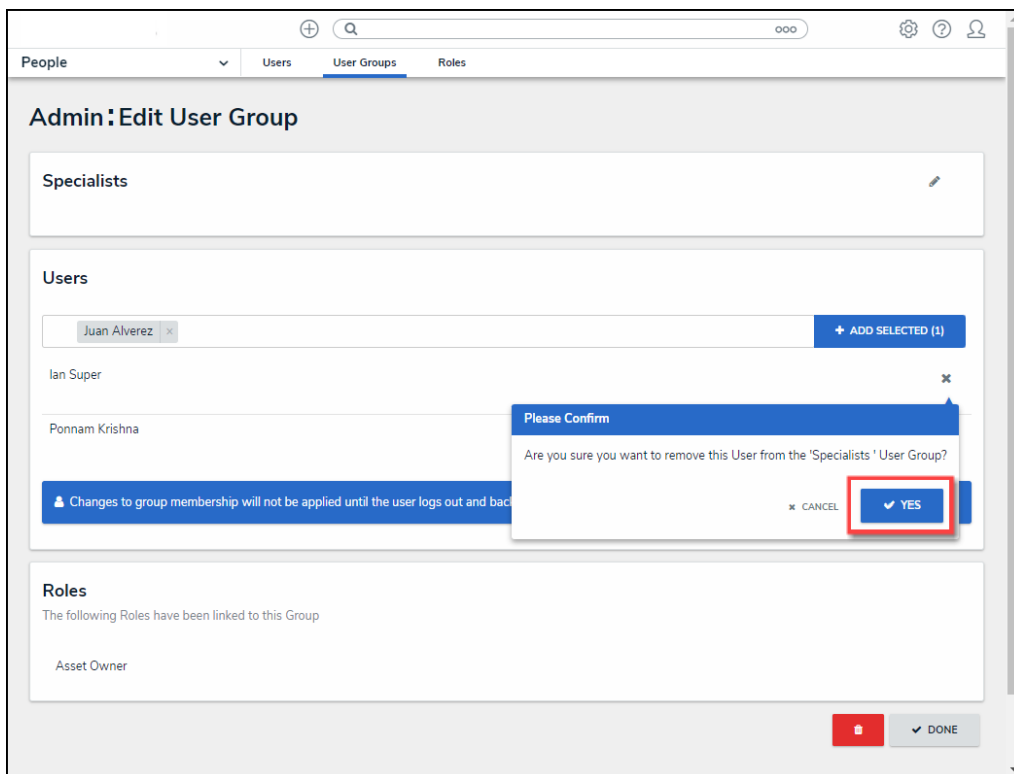
+Add Selected Button

4. Click the **Delete** icon to delete a user from the User Group.



Delete Icon

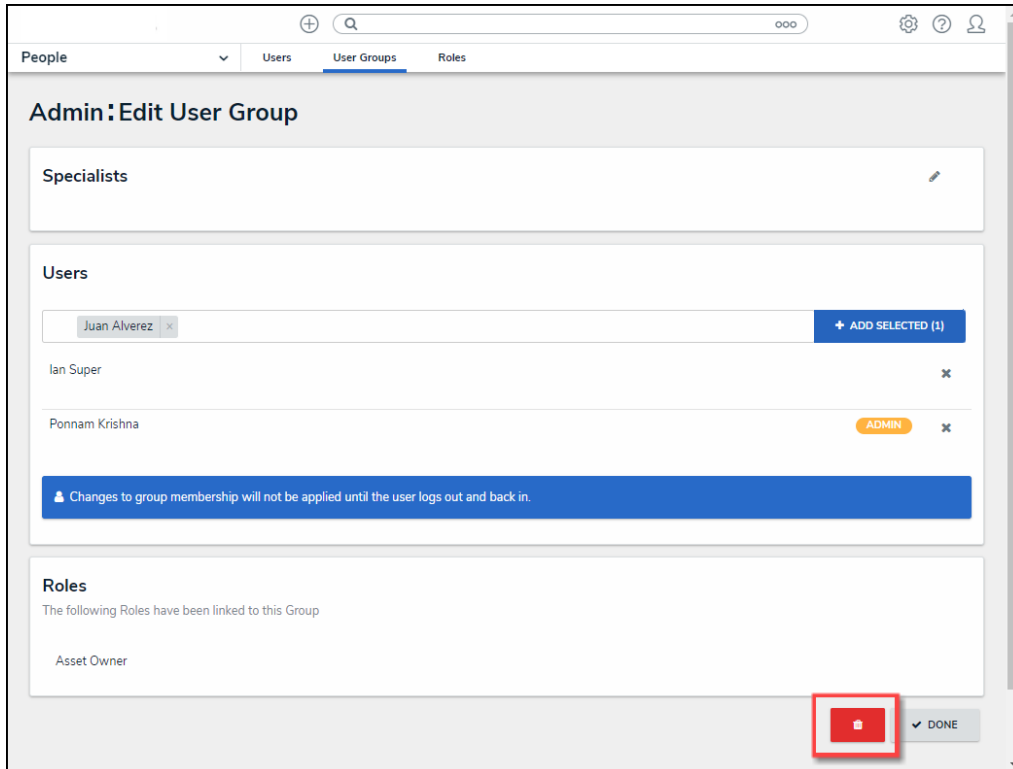
5. A **Confirmation** pop-up will appear.
6. Click the **Yes** button to remove the user from the User Group.



Confirmation Pop-up

Deleting a User Group

1. From the **Admin: Edit User Group** screen, scroll to the bottom of the screen and select the **Delete** button.



Delete Button

2. A **Confirmation** pop-up will appear.
3. Click the **Yes** button to delete the User Group from the system.

People | Users | **User Groups** | Roles

Admin : Edit User Group

Specialists ✎

Users

Juan Alvarez ✕ + ADD SELECTED (1)

Ian Super ✕

Ponnam Krishna ADMIN ✕

⚠ Changes to group membership will not be applied until the user logs out and back in.

Roles

The following Roles have been linked to this Group

Asset Owner

Please Confirm

Are you sure you want to delete this User Group?

✕ CANCEL ✓ YES

🗑 ✓ DONE

Yes Button