

Edit or Delete a User Group

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Overview

An Administrator can make changes to a user group or delete a user group. A user group organizes 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 read the User Group Overview article for more information regarding user groups.

Please read the Configure & Run the LDAP Sync Tool article for more information regarding LPAD.

Navigation

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

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Home	✓ My Tasks			
	My Tasks	¢ SORT Q SEARCH		

Administration Icon



2. From the Administrator settings menu, click Admin Overview.



Administrator Settings Menu

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

	(Q Search		® @ 2
Admin Overview V				
	Data Model		Views	
	Object Types	Object Type Groups	Configurable Forms	
	Fields	Data Definitions	Dashboard Data Sets	
	Playbooks Automation			
	Data Access		Application Management	
	User Groups Roles		Org Munager	



3. From the *User Groups* screen, enter a user group name or keyword in the **Search** field.

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Data Access V	User Groups Roles		
	Admin: User Groups	+ CREATE USER GROUP	
	Q, admin	0	
	Admin <mark>istrator (Compliance)</mark>	0 USERS	
	Administrator (Global)	0 USERS	
	Administrator (Incident Management)	0 USERS	
	Administrator (Internal Audit)	0 USERS	
	Administrator (Internal Controls)	0 USERS	

User Groups Screen

4. Click the name of the user group that you want to edit or delete.



Editing a User Group

 From the *Edit User Groups* screen, click the Edit icon to edit the user group's Name and Description fields.

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Data Access ~	User Groups Roles		
	Admin:Edit User Group		
	Administrator (Global)	1	
	Originally access to all objects. Contextually, this should just be Administrator		
	Users		
	Q. Search for User(s)	+ ADD SELECTED (0)	
	Valentina Rodriguez	×	
	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		
	Administrator		
	Records Administrator		
		DONE V DONE	

Edit Icon

- 2. From the **Users** section, you can add users to the user group. Please read the Add a User to a User Group article for more information.
- 3. To remove a user from the user group, click the **Remove** icon beside the user's name.

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Data Access 🗸 🗸	User Groups Roles		
	Admin:Edit User Group		
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	Originally access to all objects. Contextually, this should just be Administrator		
	Users		
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	Valentina Rodriguez		×
	Changes to group membership will not be applied until the user logs out and	bəck in.	
	Roles The following Roles have been linked to this Group		
	Administrator		
	Records Administrator		
			V DONE

Remove Icon

4. Click the **Remove** button from the **Remove user?** pop-up.



		⊕ Q Search		\$
Data Access	~	User Groups Roles		
		Admin : Edit User Group		
		Administrator (Global)	,	
		Originally access to all objects. Contextually, this should just be Administrator		
		Users	Remove user?	
		Q, Search for User(s)		
		Valentina Rodriguez	×	
		Changes to group membership will not be applied until the user logs out and back in.		
		Koles The following Roles have been linked to this Group		
		Administrator		
		Records Administrator		
			☐ ✓ DONE	

Remove Button

5. Click the **Done** button to save your changes.

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Data Access	~	User Groups Roles				
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		Roles				
		The following Roles have been	linked to this Group			
		Administrator				
		Records Administrator				
					✓ DONE	

Done Button

Deleting a User Group

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



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Data Access	~	User Groups Roles		
		Admin:Edit User Group		
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		Users		
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		Valentina Rodriguez	×	
		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		
		Administrator		
		Records Administrator		

Delete Icon

2. Click the **Delete** button from the **Delete user group?** pop-up.

		® (?)
Data Access	V User Groups Roles	
	Admin:Edit User Group	
	Administrator (Global)	
	Originally access to all objects. Contextually, this should just be Administrator	
	Users	
	Q, Search for User(s) + ADD SELECTED IN	
	Valentina Rodriguez X	
	Changes to group membership will not be applied until the user logs out and back in.	
	Paler	
	The following Roles have been linked to this Group	
	Administrator Delete user group? ×	
	Records Administrator × CANCEL DELETE	
	t v Done	

Delete Button