

User Groups Overview

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Overview

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.

Roles control user permissions, what a user can do (create, edit, delete, etc.) and access within the system.

Any roles a user group has been added to will appear as links in the **Roles** section of the *Edit User Group* screen.

You can review which user groups a user has been added to from the **User Memberships** section on the **Edit User** screen.

Edit User Group Navigation

You can access the *Edit User Groups* screen by clicking the **Administration** icon in the top right-hand corner to open the *Admin Overview* screen and selecting the **User Groups** tile from the **Data Access** section.

On the *User Groups* screen, search for a user group and click on the user group name to open the *Edit User Groups* screen.

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Data Access	V User Groups Roles						
Admin:Edit User Group							
	Administrator (Internal Audit)	1					
	Users						
	Q. Search for User(s)	+ ADD SELECTED (0)					
	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						
	Internal Audit Administrator						
		DONE					

Edit User Groups

You can also see which groups a user has been added to from the **User Memberships** section on the **Edit User** screen.

Edit User Screen Navigation



You can access the *Edit User* screen by clicking the **Administration** icon in the top right-hand corner to open the *User Management* screen, search for a user, and click the user's name.

			G Search		•••	© 2
Settings	V User Management	Branding Languages				
User Manage	nent:Edit User:	Valentina Rodrig	ADVANCED PERMISSIONS			
User Profile					Account Status	
* First Name			* Last Name		Enable User Access	
Valentina		>0	Rodriguez			
*Email				Enforce org-level MFA 💿		
Valentina.Rodriguez@email.com			Language			
				English (United States)		
User Type						
Standard User			Advanced Permissions			
Default user type, able to ac	ess platform based on their membersh	lips and permissions.			User Management 🕥	
					Create, manage, and assign users	
User Memberships					Select which User Group memberships this user can manage	Add All
User Groups Roles					Select one ~	+ ADD
Colord a block like Course	at the same to a second second					
Select which User Group(s) this user is a member of Select one						
No user groups added						
Ho aser groups added						
User Group Membershi	can only be added or removed fro	m the User Groups which you hav	e been granted permission to manage.			

Edit User

Example: User Group Setup

Create two user groups: name the first user group Managers and the second user group Employees.

The Manager user group can create incidents, triage, review and escalate incidents.

The Employees user group can create incidents.

Next, create two roles Incident Creator role (create an incident) and Incident Review role (triage, review, and escalate incidents). Add the Employee and Manager user groups to the Incident Creator role and the Manager user group to the Incident Reviewer role.