

# Add a User to a User Group

Last Modified on 06/13/2024 1:48 pm EDT

## Overview

User Groups control the data users and system applications a user can access. Assigning a User to a User Group allows the user access to the data connected to the User Group.

If your organization is using Lightweight Direct Access Protocol (LDAP), you must use LDAP to add and remove users from user groups. Any users added or removed from a user group within Resolver will be reverted to a state before the change during the next LDAP sync.

## User Account Requirements

Your user account must have Administrator privileges to add a User to a User Group.

## Required Information/Setup

You will need to create a new user before you can add a user to a user group. Please follow the link below for instructions on how to create a new user or create a new Dispatch user:

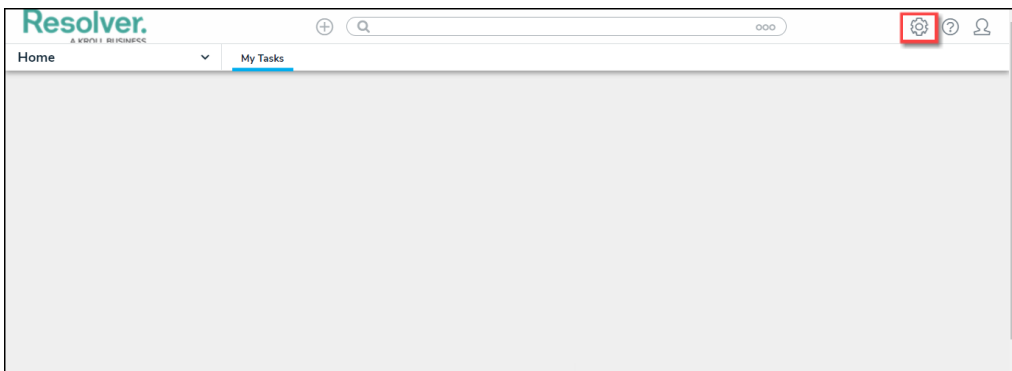
- [Create a New User](#)
- [Create a New Dispatch User](#)

You will also need to log into Resolver to add a user to a user group. Please follow the link below for instructions on how to log into Resolver:

- [Logging In](#)

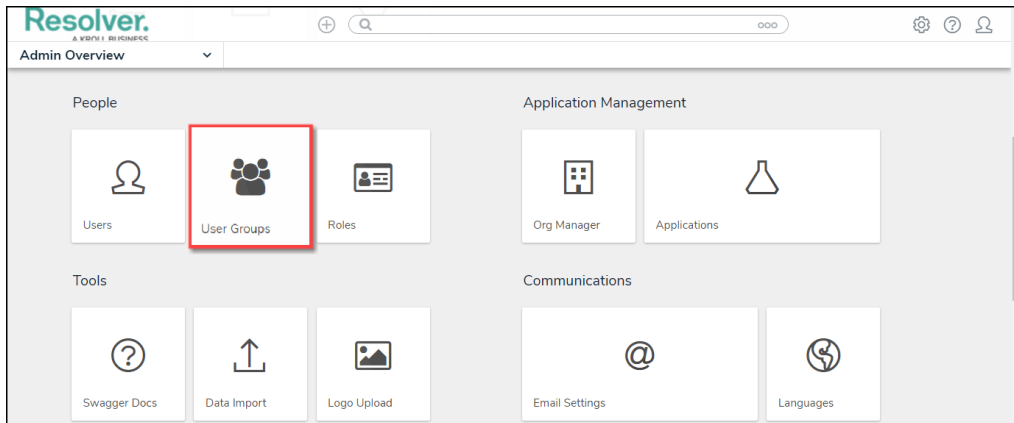
## Navigation

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



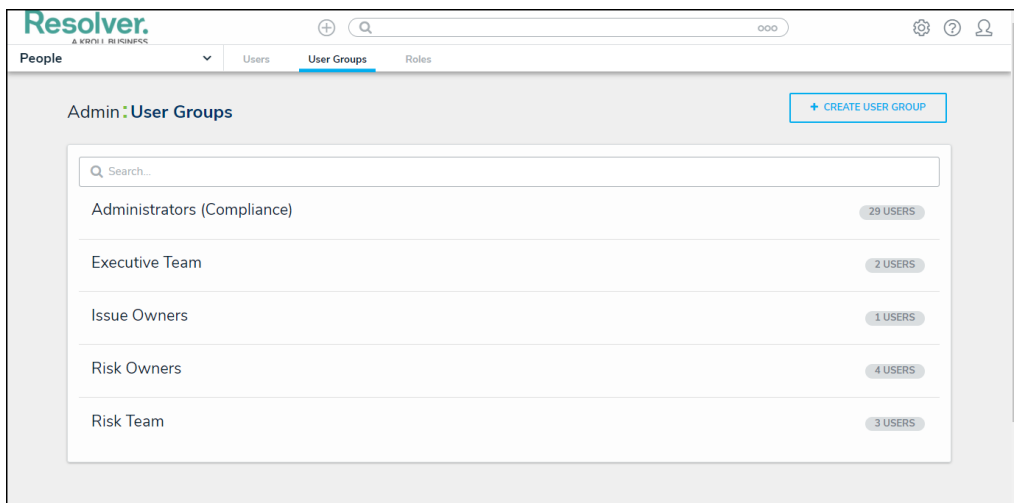
*Administration Icon*

- From the **Admin Overview** screen, scroll down to the **People** section and select the **User Groups** tile.



*User Groups Tile*

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



*User Groups Screen*



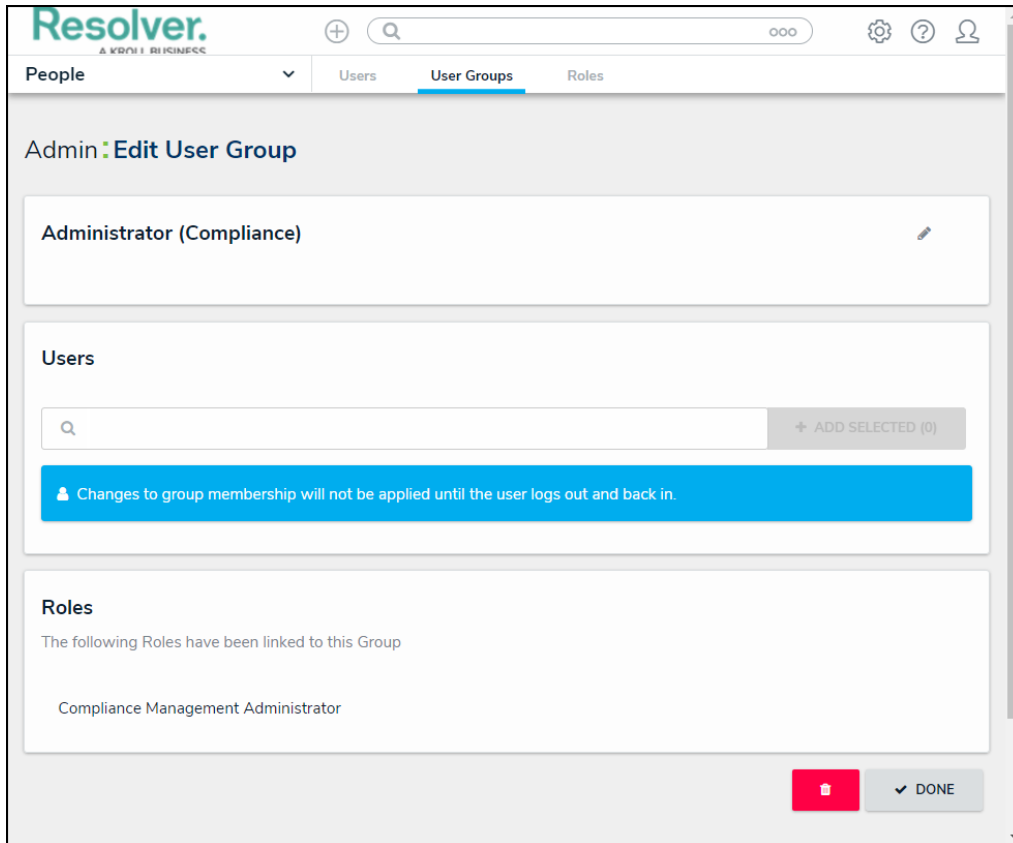
**Tip:**

You can tell how many users are assigned to a **User Group** on the **User Group** screen by referring to the **Users Count** icon on the right side of a **User Group** column.



*Users Count Icon*

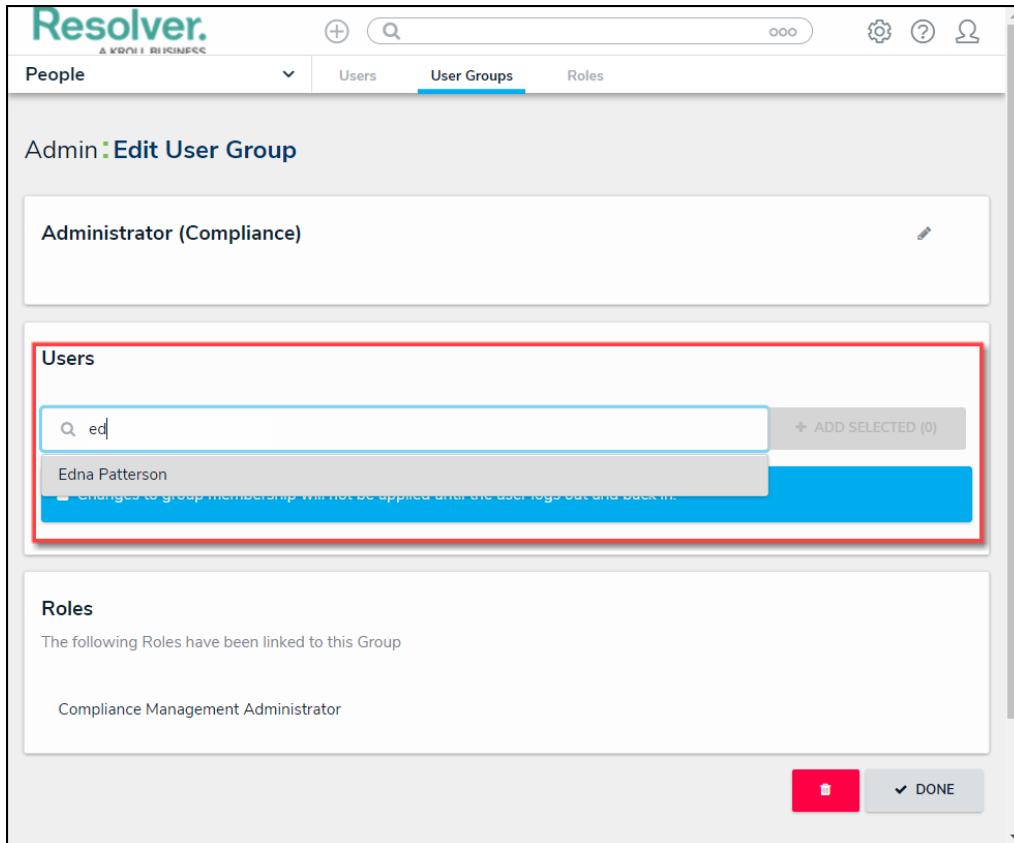
- Click on a **User Group** to open the **Edit User Group** screen.



*Edit User Group Screen*

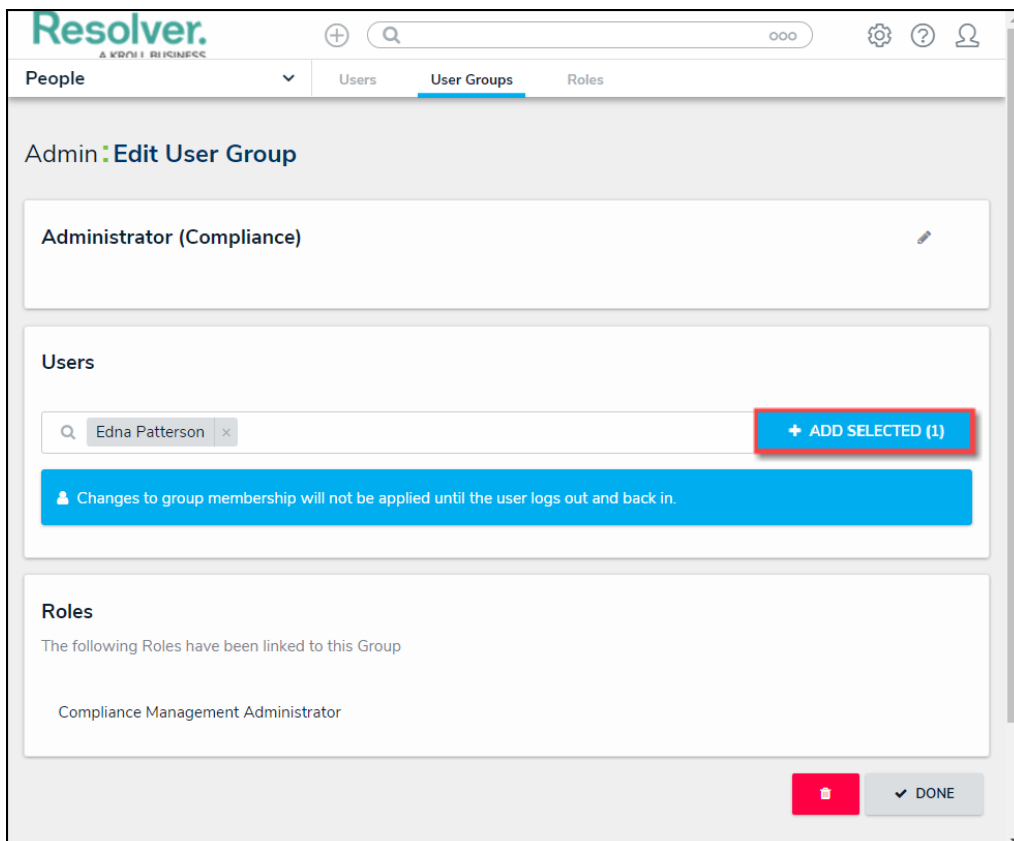
## Adding a User to a User Group

1. 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.



*Users Field*

2. Click the **Add Selected** button to add the selected user to the User Group.



*Add Selected Button*

- Repeat steps 5 through 6 to add multiple users to the User Group.

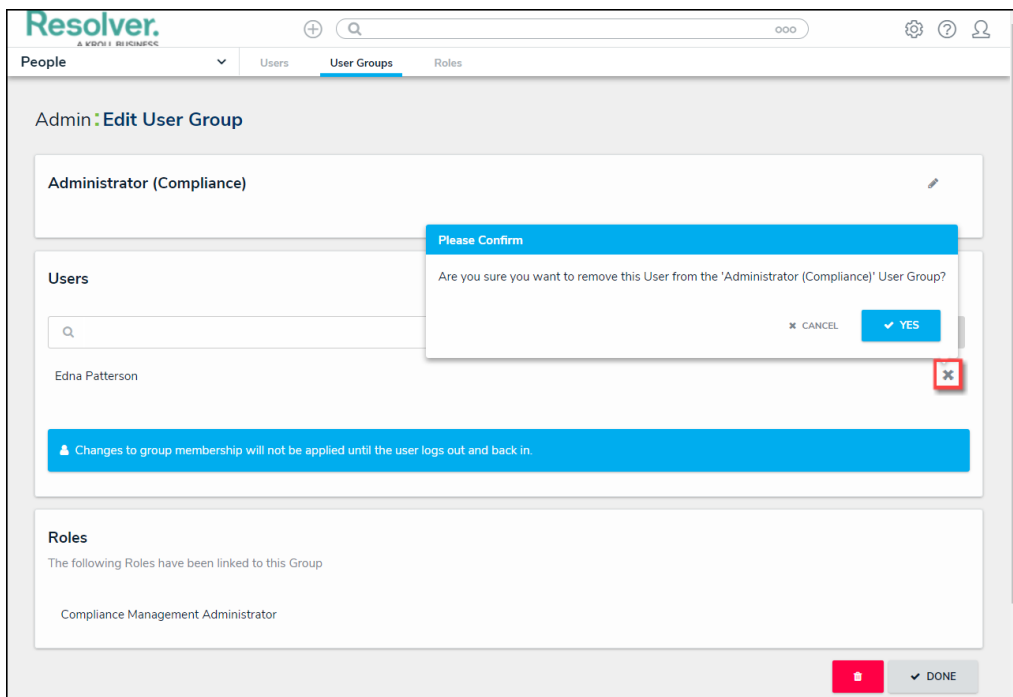


**Notes:**

*Users who are logged in at the time they are added to or removed from a User Group will need to log out and then log back in before the changes are applied.*

*Users can be assigned to more than one User Group at a time.*

- To remove a User from the User Group, click the **x** beside the user's name.
- A **Confirmation** screen will pop up. Click the **Yes** button to remove the User from the User Group.



*Confirmation Screen*