

Add a User to a User Group

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



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Home	V My Tasks		
	My Tasks	\$ SORT Q SEARCH	

Administration Icon

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

Administrator Settings Menu

 From the *Admin Overview* screen, click the User Groups tile under the Data Access section.

		€ Q Search		•••	\$ @ L
Admin Overview 🗸					
	Data Model		Views		
	Object Types	Object Type Groups	Configurable Forms	Data Visualizations	
	Fields	Data Definitions	Dashboard Data Sets Dashboard Built	der	
	Playbooks Automation				
	Data Access		Application Management		
	User Groups Roles		Org Manager Applications	Dashboard Deployment	



User Groups Tile

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

		④ Q Search		\$ 0 £
Data Access	~	User Groups Roles		
		Admin:User Groups	+ CREATE USER GROUP	
		Q admin	0	
		Administrator (Compliance)	0 USERS	
		Administrator (Global)	0 USERS	
		Admin <mark>istrator (Incident Management)</mark>	0 USERS	
		<mark>Admin</mark> istrator (Internal Audit)	0 USERS	
		Admin <mark>istrator (Internal Controls)</mark>	0 USERS	

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 number on the right side of a user group column.

5. Click the name of the user group that you want to add a user to.

Adding a User to a User Group

1. From the *Edit User Group* screen, 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.

	() Q Search		\$ @ 2
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)	
	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	

Users Field





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

		@
Data Access 🗸 🗸	User Groups Roles	
	Admin : Edit User Group	
	Administrator (Global)	
	Originally access to all objects. Contextually, this should just be Administrator	
	Users	
	Q. Valentina Rodriguez × + A00 SELECTED (1)	
	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	

Add Selected Button



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

			\$ O \$
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		
		B V DONE	· · · · ·

Done Button