Create a New User Group

Last Modified on 04/20/2021 12:05 pm EDT

Overview

An Administrator can add new user groups to 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 assign a role to each user.
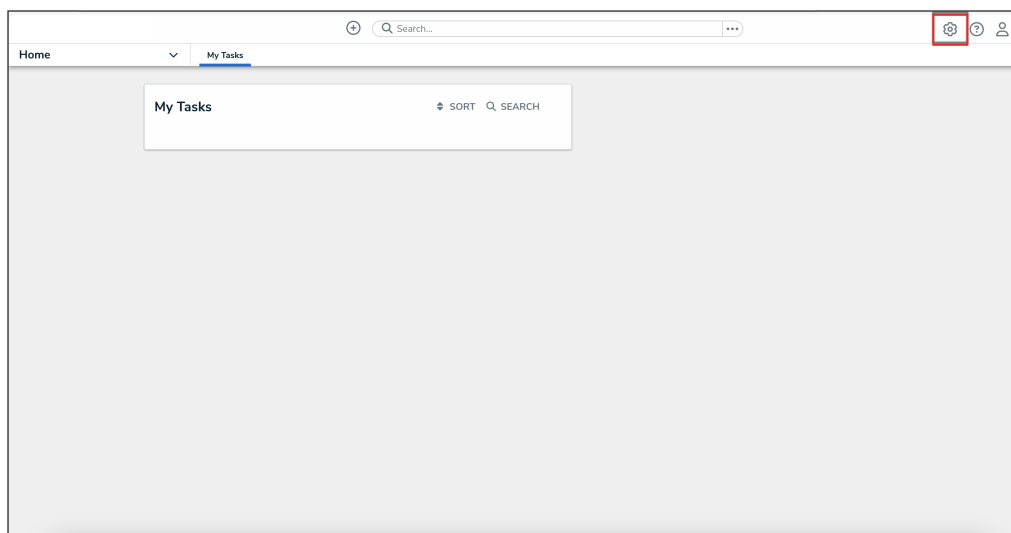
User Account Requirements

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.
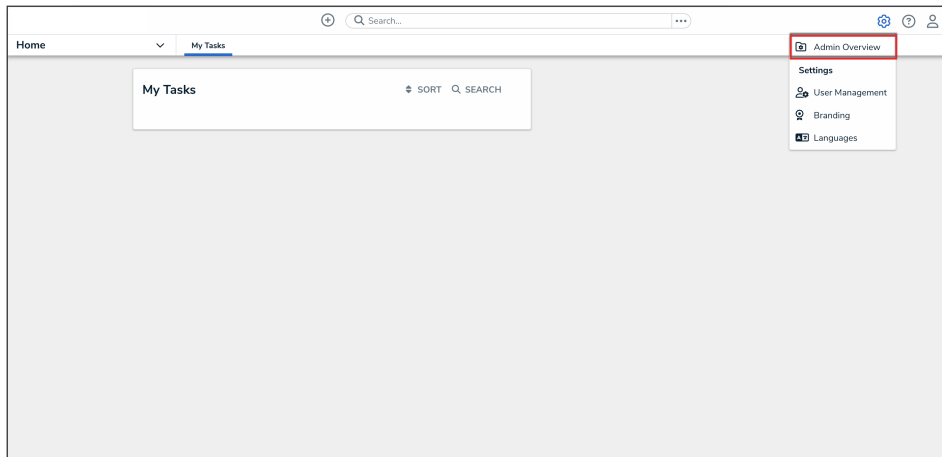
Navigation

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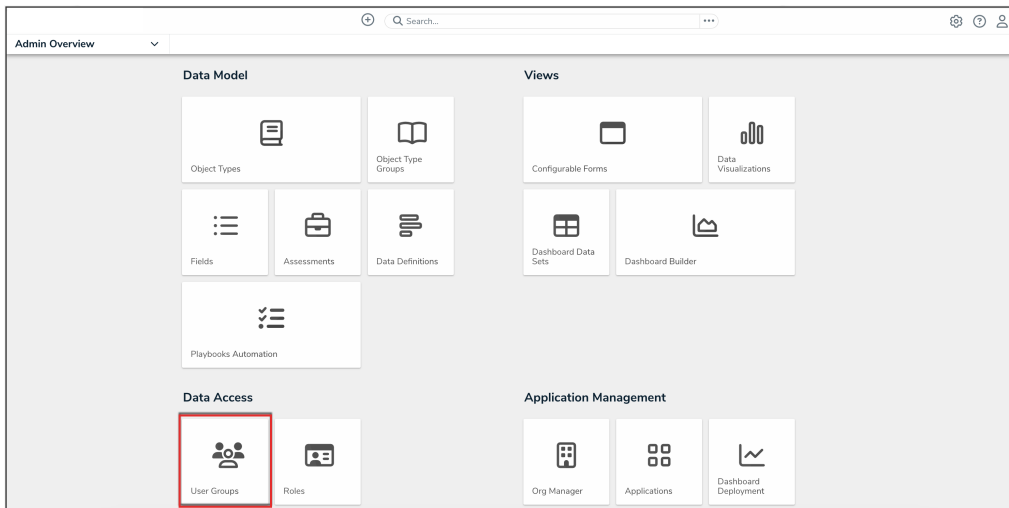

Administration Icon

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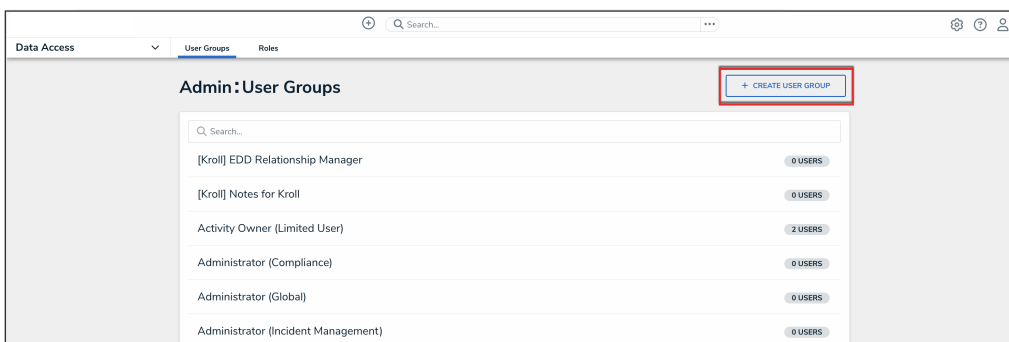
Administrator Settings Menu

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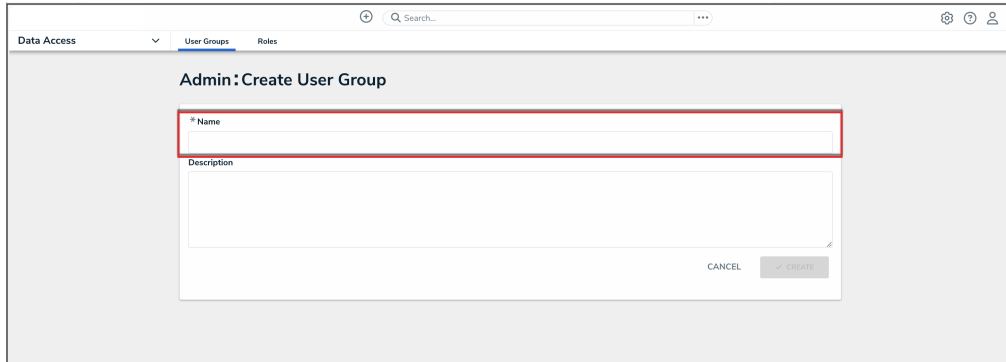

User Groups Tile

3. From the **Admin: User Groups** screen, click the **Create User Group** button.

Create User Group Button
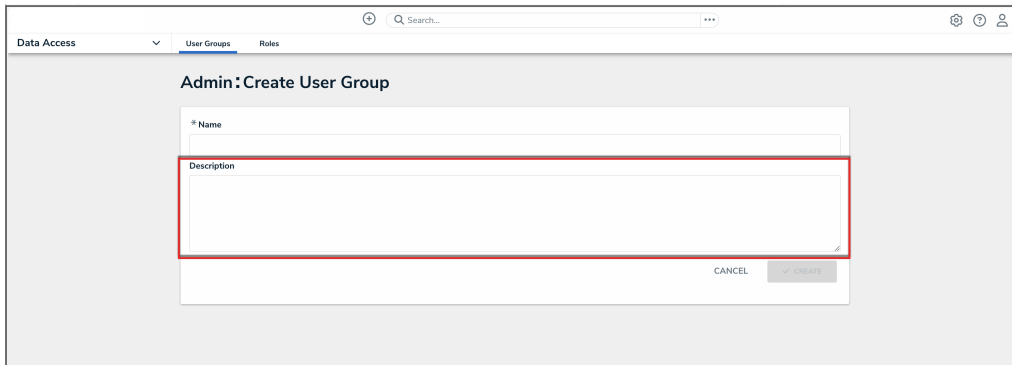
Creating a User Group

1. From the *Create User Group* screen, enter a user group name in the **Name** field.
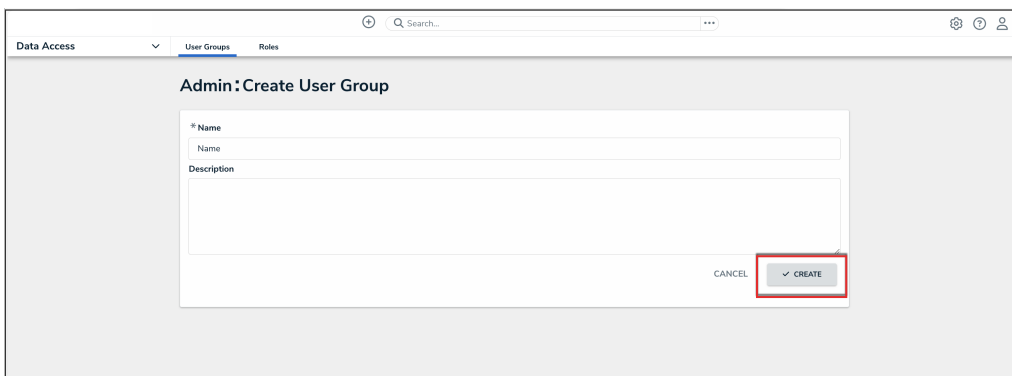
Name Field

2. **(Optional)** Enter a brief description outlining the user group in the **Description** field.

Description Field

3. Click the **Create** button.

Create Button