

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

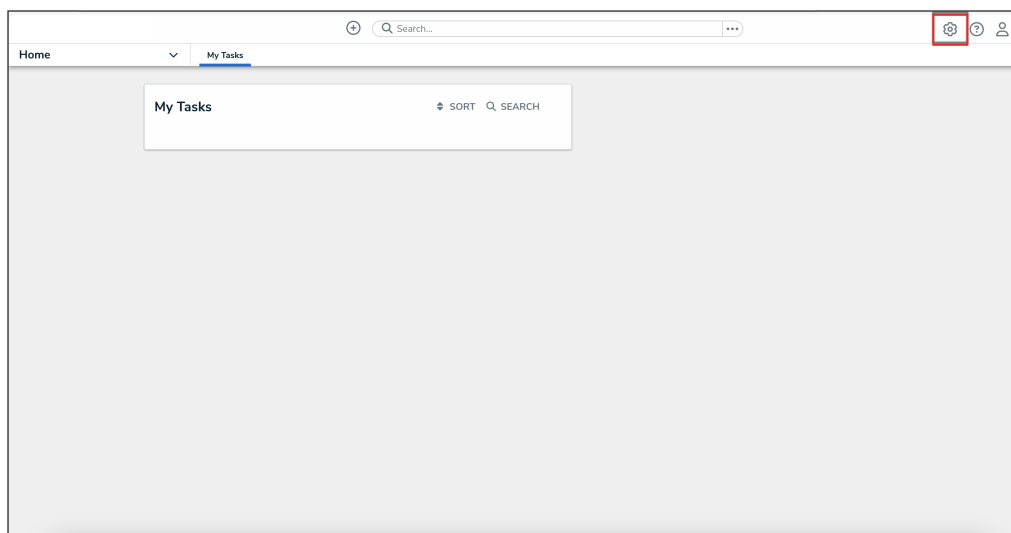
The user account you use to log into Resolver must have Administrator permission to access the **Admin Overview** screen.

Related Information/Setup

Please read the [User Group Overview](#) article for more information regarding user groups.

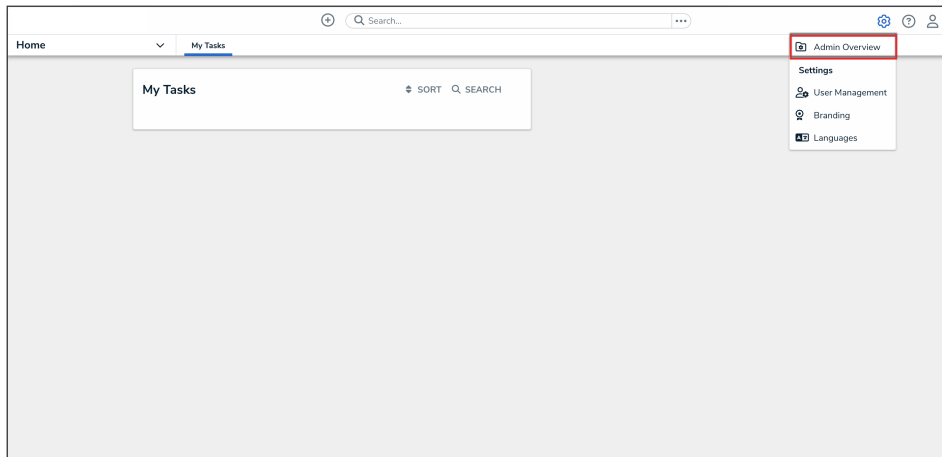
Navigation

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



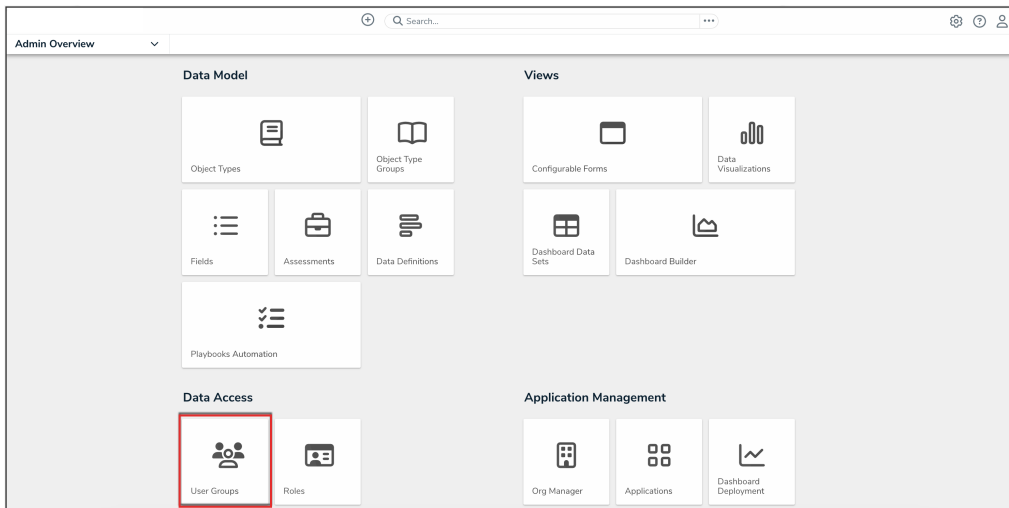
Administration Icon

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



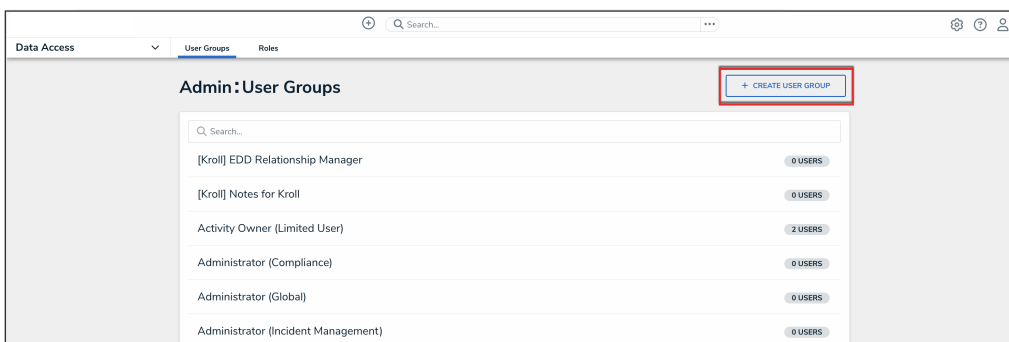
Administrator Settings Menu

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



User Groups Tile

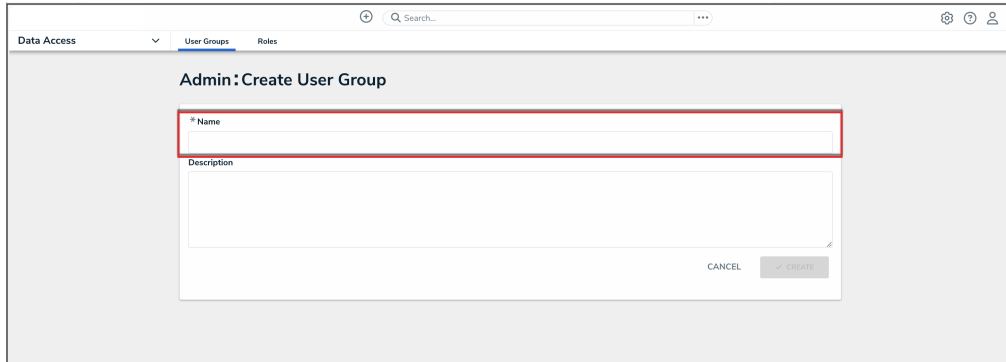
3. From the **Admin: User Groups** screen, click the **Create User Group** button.



Create User Group Button

Creating a User Group

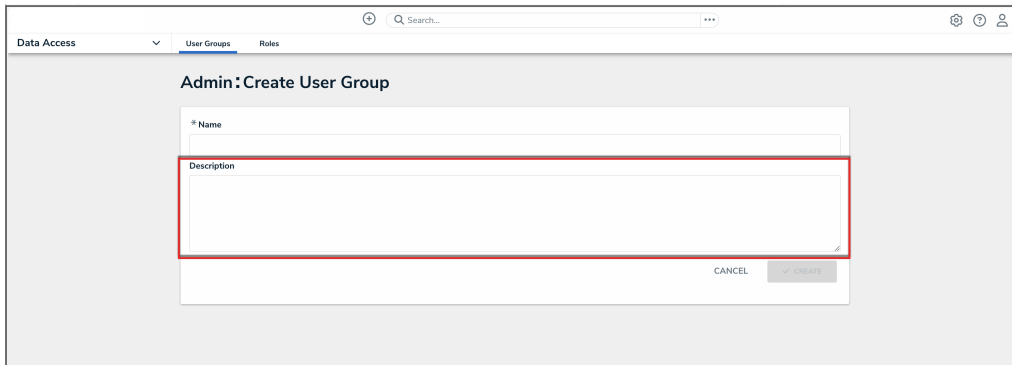
1. From the **Create User Group** screen, enter a user group name in the **Name** field.



The screenshot shows the 'Admin: Create User Group' form. The 'Name' field is highlighted with a red border. The 'Description' field is also visible but not highlighted. The form has 'CANCEL' and 'CREATE' buttons at the bottom right.

Name Field

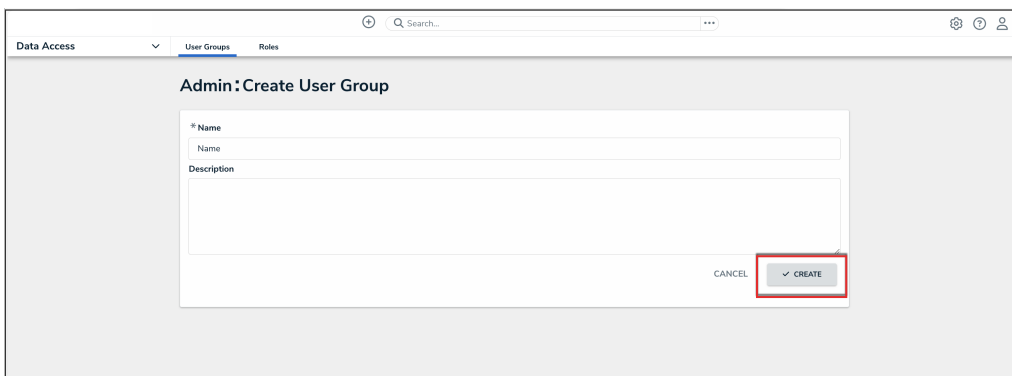
2. **(Optional)** Enter a brief description outlining the user group in the **Description** field.



The screenshot shows the 'Admin: Create User Group' form. The 'Description' field is highlighted with a red border. The 'Name' field is also visible but not highlighted. The form has 'CANCEL' and 'CREATE' buttons at the bottom right.

Description Field

3. Click the **Create** button.



The screenshot shows the 'Admin: Create User Group' form. The 'CREATE' button is highlighted with a red border. The 'Name' and 'Description' fields are also visible but not highlighted. The form has 'CANCEL' and 'CREATE' buttons at the bottom right.

Create Button