Assigning Advanced Permissions to a User

Overview

Administrators can assign a user to advanced permissions in Resolver.

> **ⓘ** **Note:**
> Administrators cannot assign a user to advanced permissions if they already have Administrator permissions.

Users assigned to advanced permissions can:

- Create new users
- Edit users (name and address fields)
- Enable/disable users
- Edit user group membership

Users with advanced permissions will not be able to view Portal URL users on the list of users on the **User Management** screen.

Related Information/Setup

For more information on creating a user profile, please refer to the Creating a New User article.

For more information on editing a user profile, please refer to the Editing a User article.

User Account Requirements

The user account you use to log into Resolver must have Administrator or advanced permissions to view the **User Management** screen.
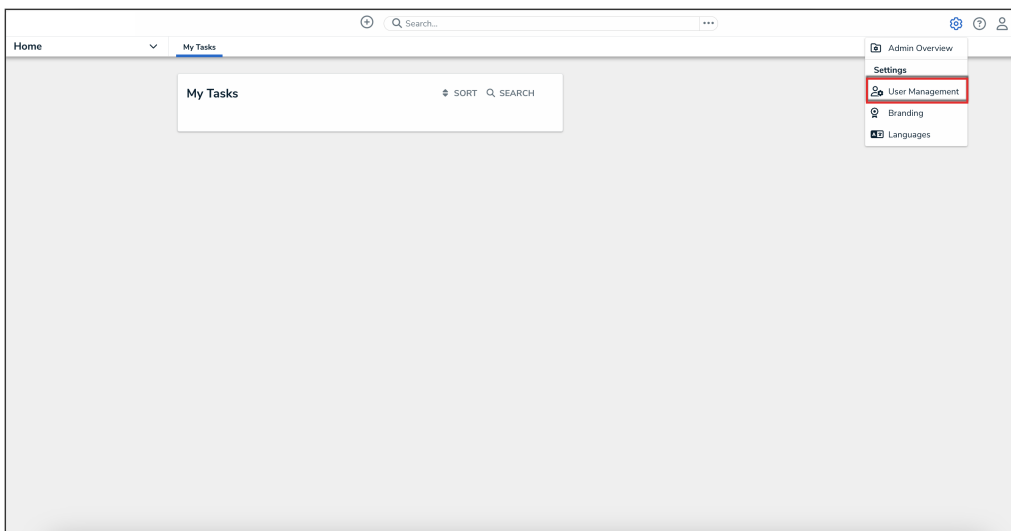
Navigation

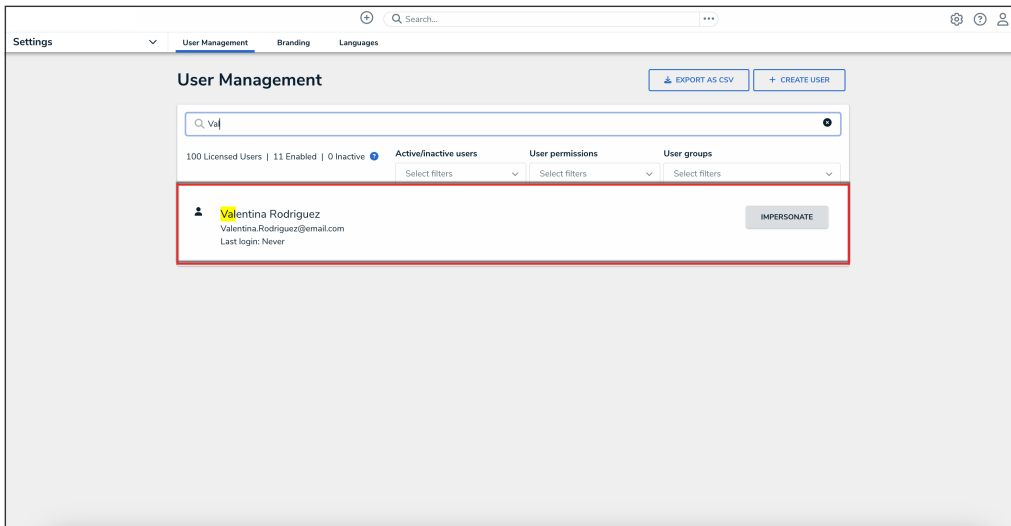1. From the **Home** screen, click the **Administration** icon.
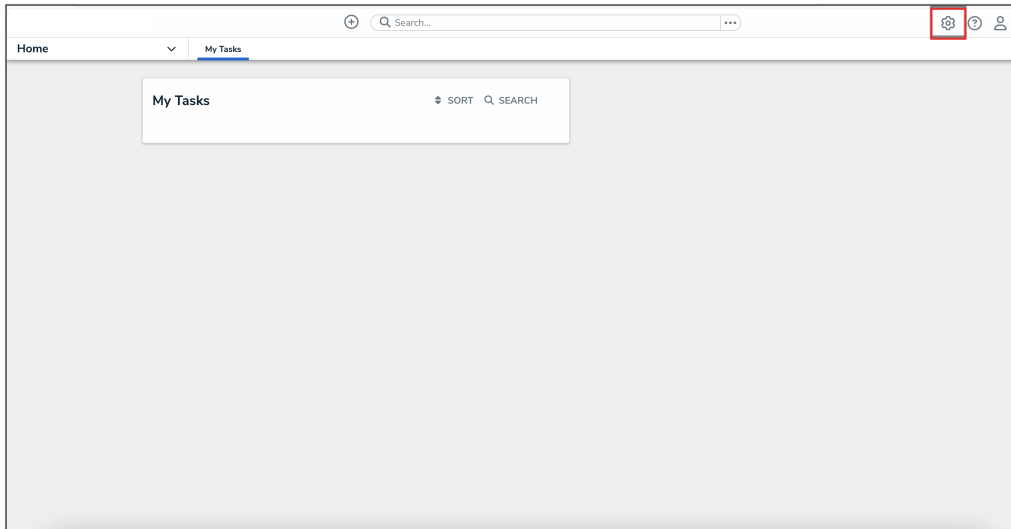
Administration Icon

2. From the **Administrator Settings** menu, click **User Management**.


Administrator Settings Menu

3. Enter a user's name in the **Search** field to narrow the search results.

4. Click the user's name you want to assign advanced permissions to.
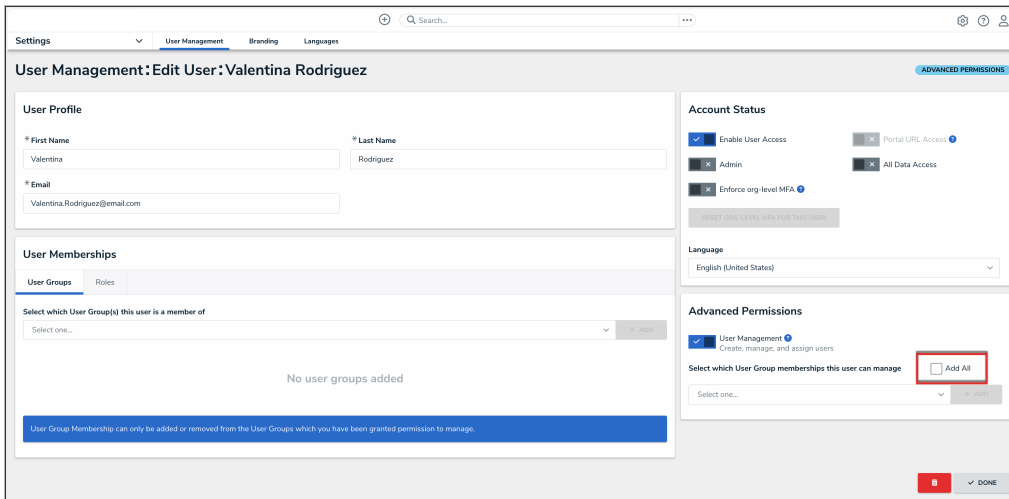
User Name

Assigning Advanced Permissions to a User

1. From the **Edit User** screen, click the **User Management** toggle switch under the **Advanced Permissions** section to grant the user advanced permissions.
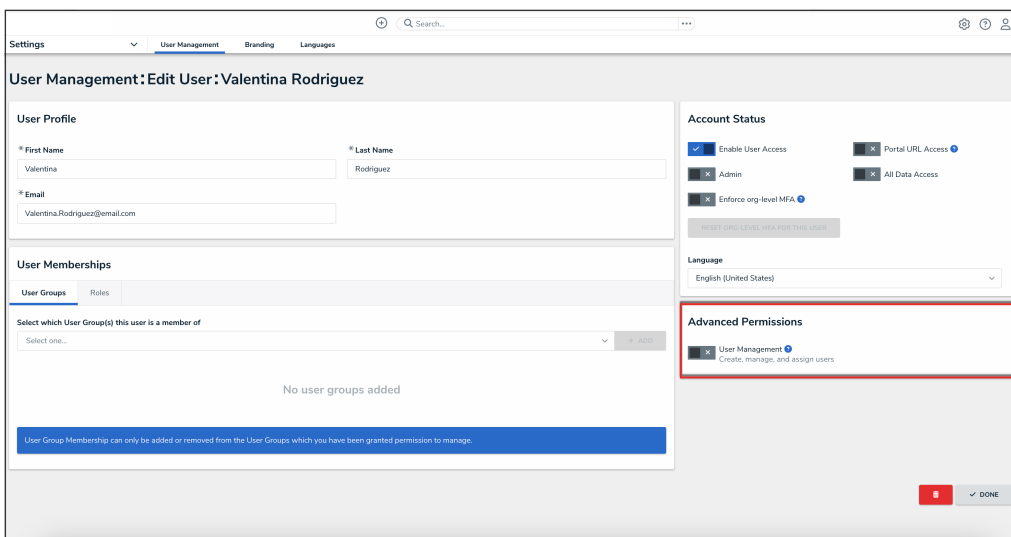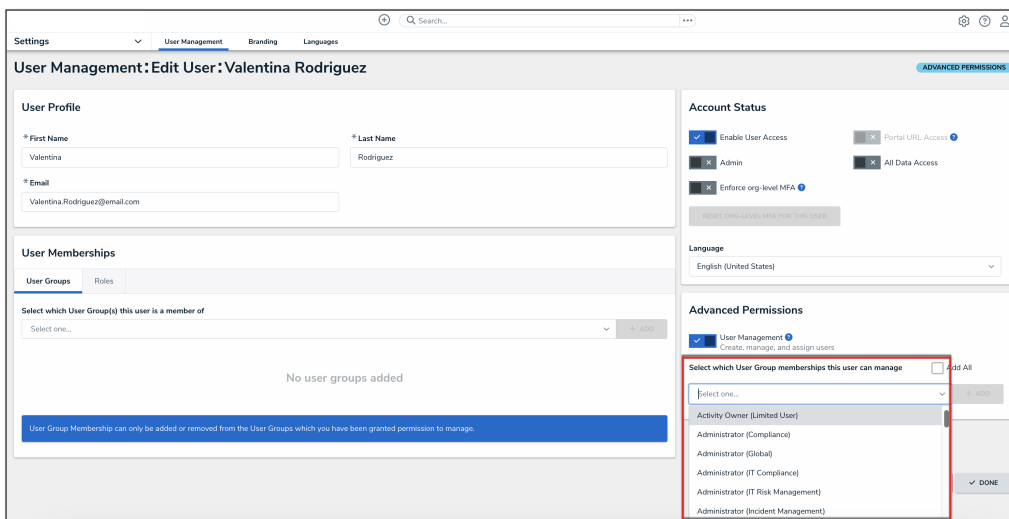

User Management Toggle Switch

2. **(Optional)**: Click the **Add All** checkbox to select all available user groups, allowing the user to manage all user groups in the system.

Add All Checkbox

3. In the **Select which User Group membership this user can manage** field, enter a user group name and select a user group or multiple user groups from the dropdown menu.
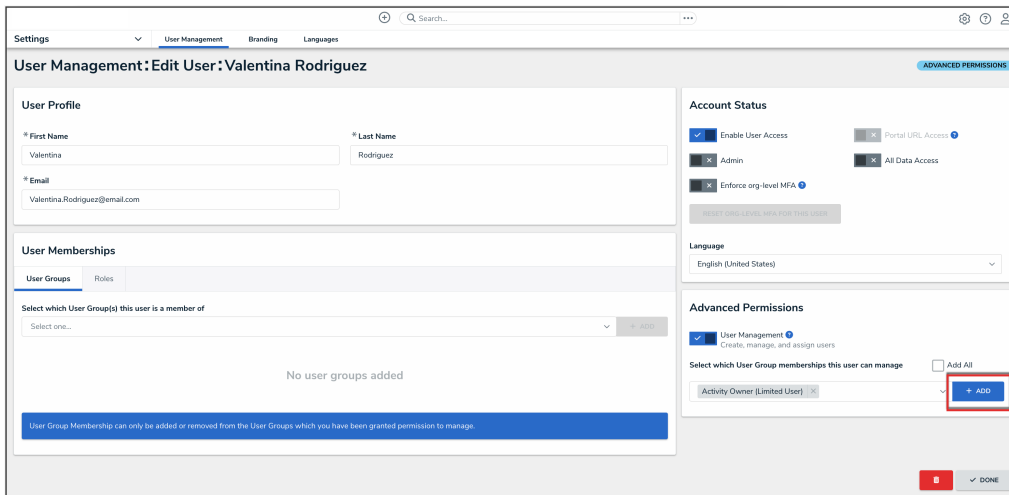

Select Which User Group Membership This User can Manage Dropdown

4. Click the **Add** button to add all selected user groups to the list of user groups the user is assigned to manage.
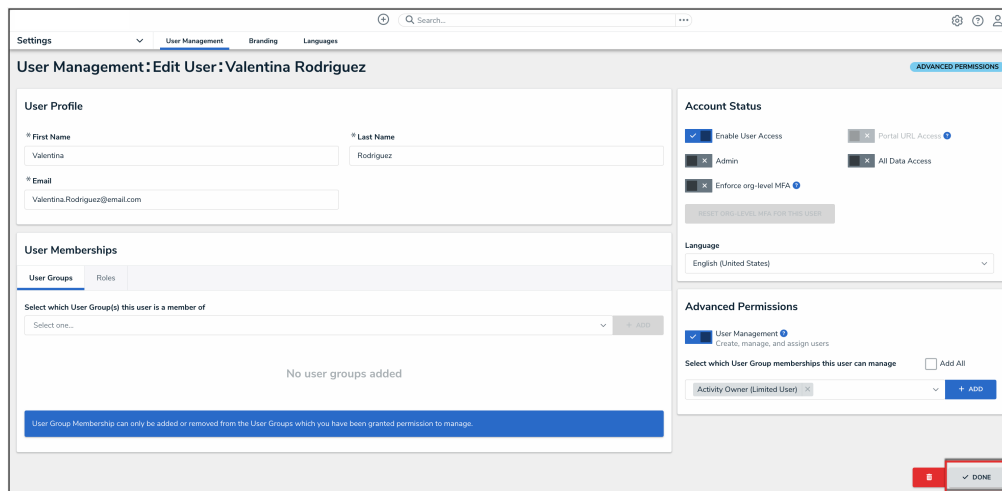
> ### Note:
> Advanced Permissions users will only have access to edit the user group memberships of the user groups they have been assigned to manage.

Add Button

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

Done Button