

Assigning a User to a User Group Through the User Profile

Last Modified on 09/05/2024 2:19 pm EDT

Overview

An Administrator or user with Advanced Permissions can assign a user to a group when creating or editing a user, without going through the User Groups section.

User Account Requirements

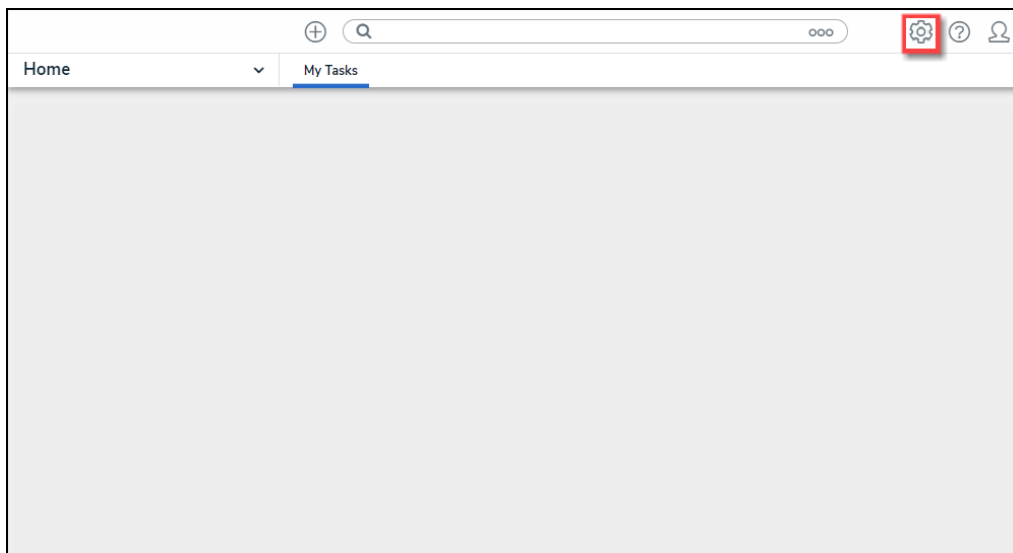
The user account you use to log into Resolver must have Administrator or advanced permissions to access the **User Management** screen.

Related Information/Setup

Please see the [Assigning Advanced Permissions to a User](#) article for more information on Advanced Permissions.

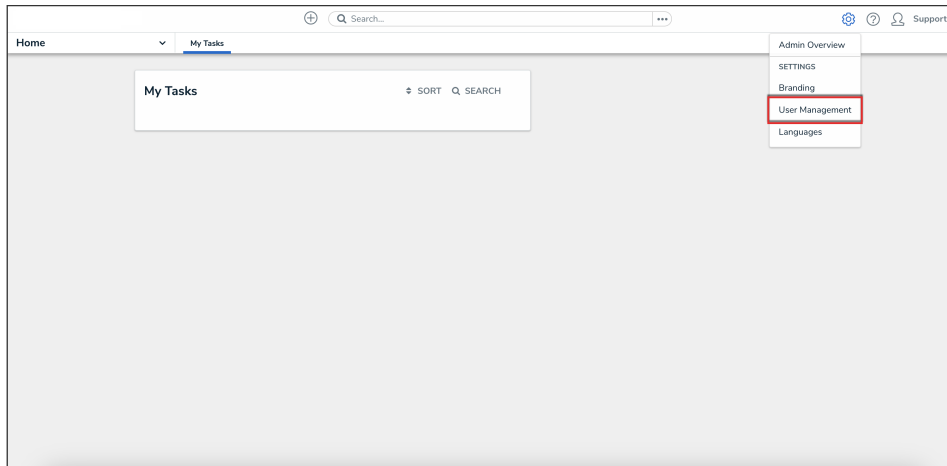
Navigation

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



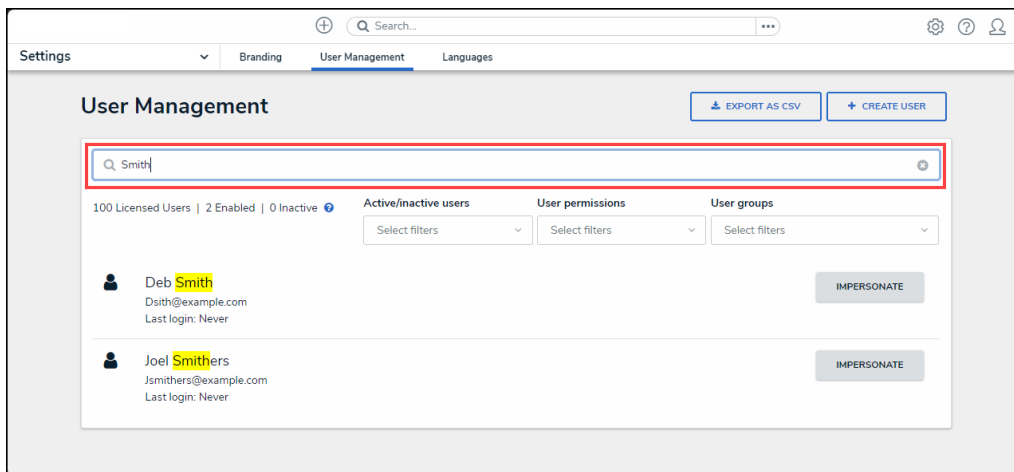
Administration Icon

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



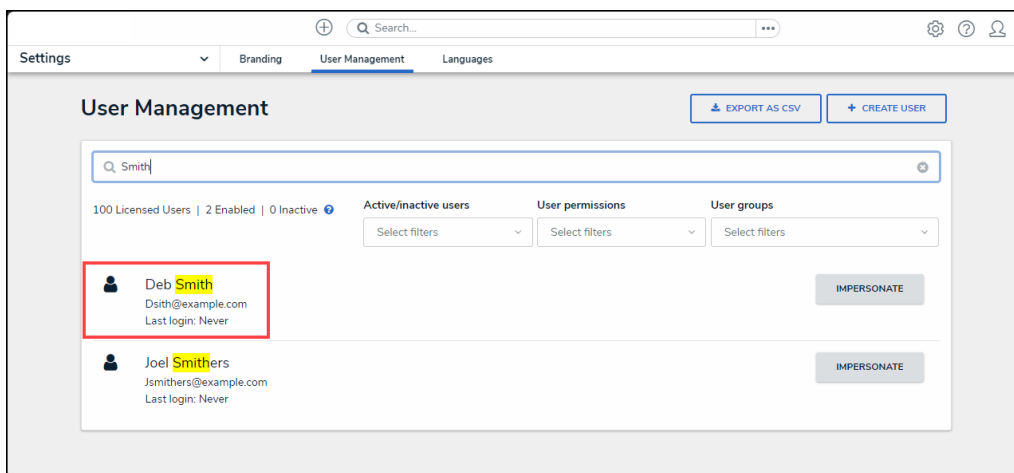
Administrator Settings Menu

3. From the **User Management** screen, enter a username in the **Search** field.



Search Field

4. Click on a **Username** link.



Username Link

Assigning a User to a User Group Through the User Profile

1. From the **User Management - Edit User** screen, scroll to the **User Group Membership** section.

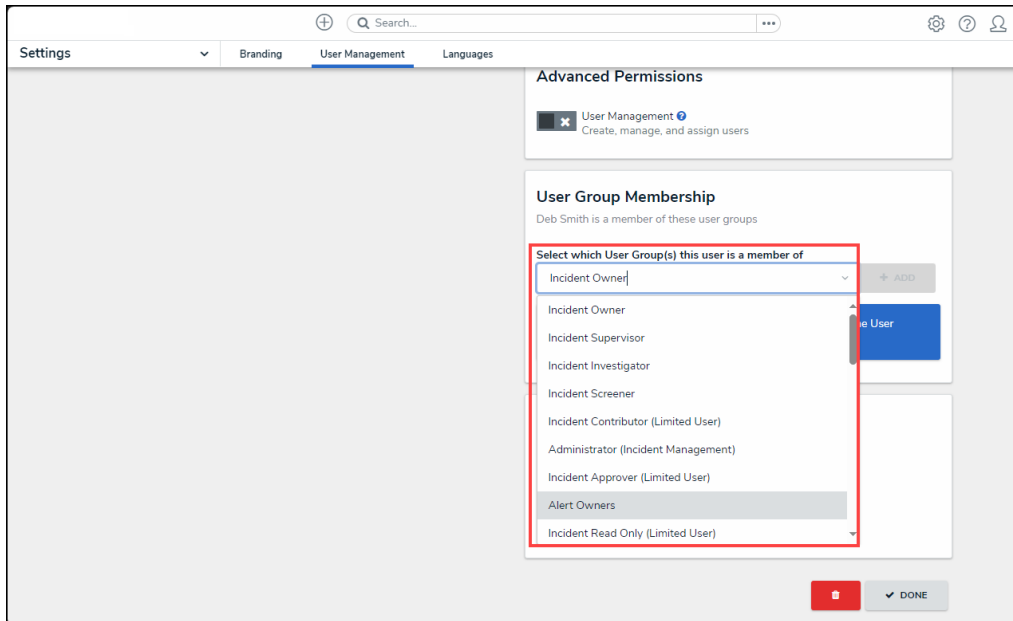
The screenshot displays the 'User Management: Edit User: Deb Smith' interface. The 'User Group Membership' section is highlighted with a red border. It contains the following elements:

- User Profile:** Fields for *First Name (Deb), *Last Name (Smith), and *Email (Dsith@example.com). A 'CHANGE USER INFORMATION' button is below.
- Account Status:** Toggles for Enable User Access (checked), Portal URL Access (unchecked), Admin (unchecked), and All Data Access (unchecked). A Language dropdown is set to 'English (United States)'.
- Advanced Permissions:** A toggle for 'User Management' (unchecked) with the description 'Create, manage, and assign users'.
- User Group Membership:** A section titled 'User Group Membership' with the text 'Deb Smith is a member of these user groups'. It features a dropdown menu labeled 'Select which User Group(s) this user is a member of' with the text 'Select one...' and an '+ ADD' button. Below this is a blue message box: 'User Group Membership can only be added or removed from the User Groups which user has been granted permission to manage.'
- User Role Membership:** A section titled 'User Role Membership' with the text 'No user roles assigned'.

At the bottom right, there is a red trash icon and a 'DONE' button.

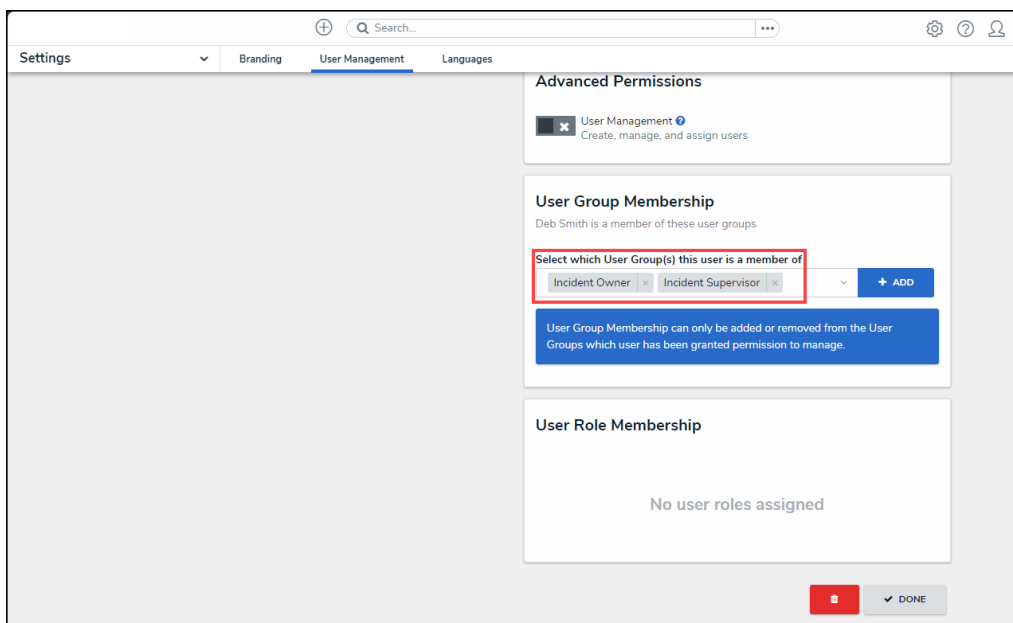
User Group Membership Section

2. Click the **Select which User Group(s) this user is a member of** field and enter a user group name to narrow the user groups on the dropdown menu and select a user group.



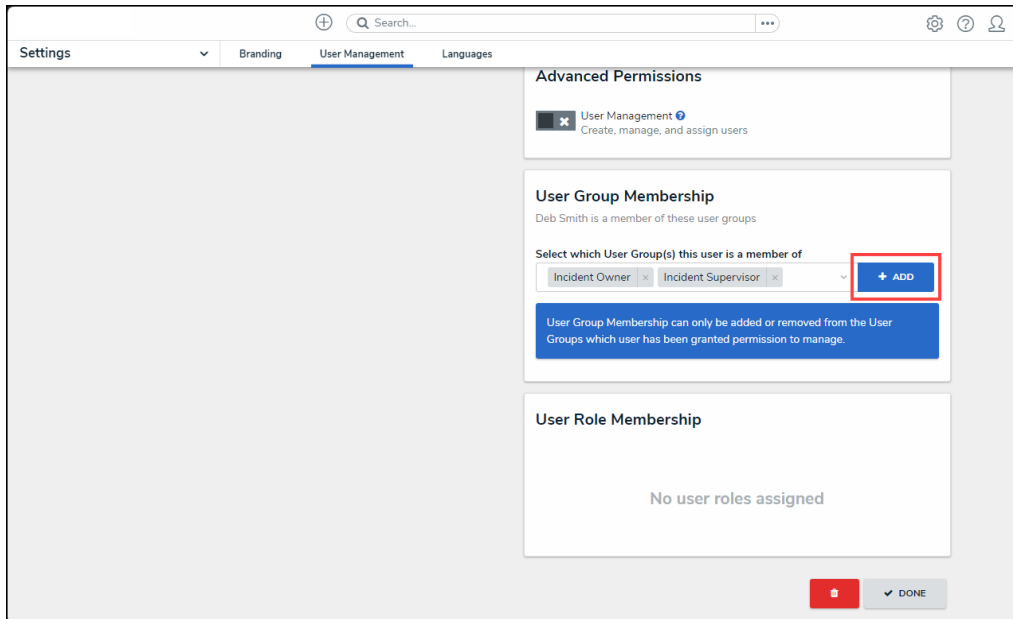
Select which User Group(s) this user is a member of Field

3. Select a **User Group** from the dropdown menu. Multiple user groups can be selected.



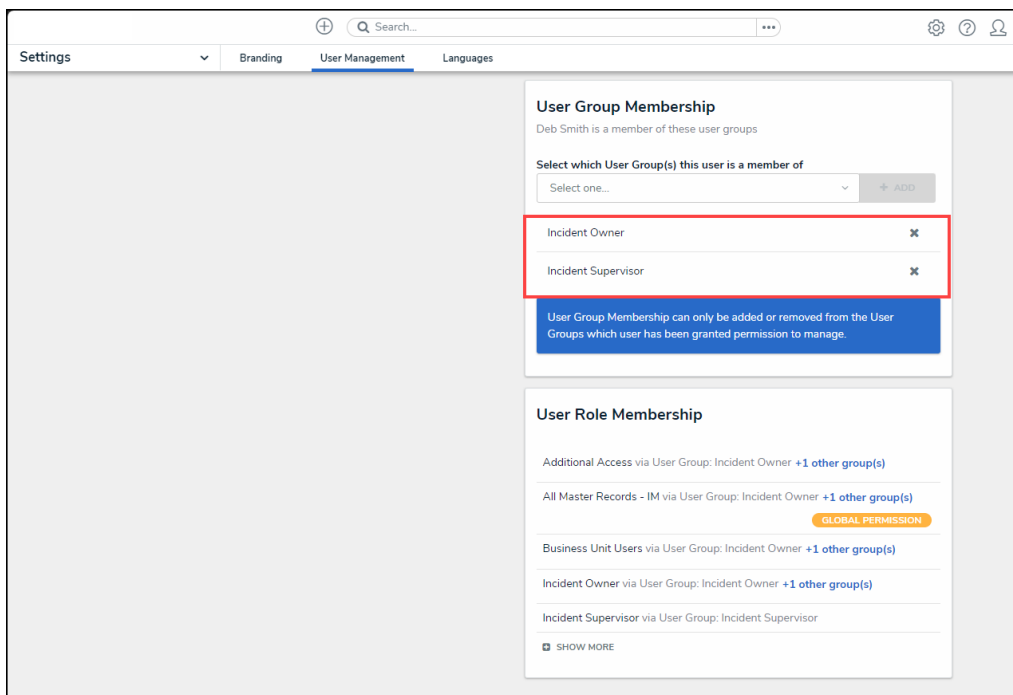
User Groups

4. Click the + **Add** button to add the selected user groups to the User Profile.



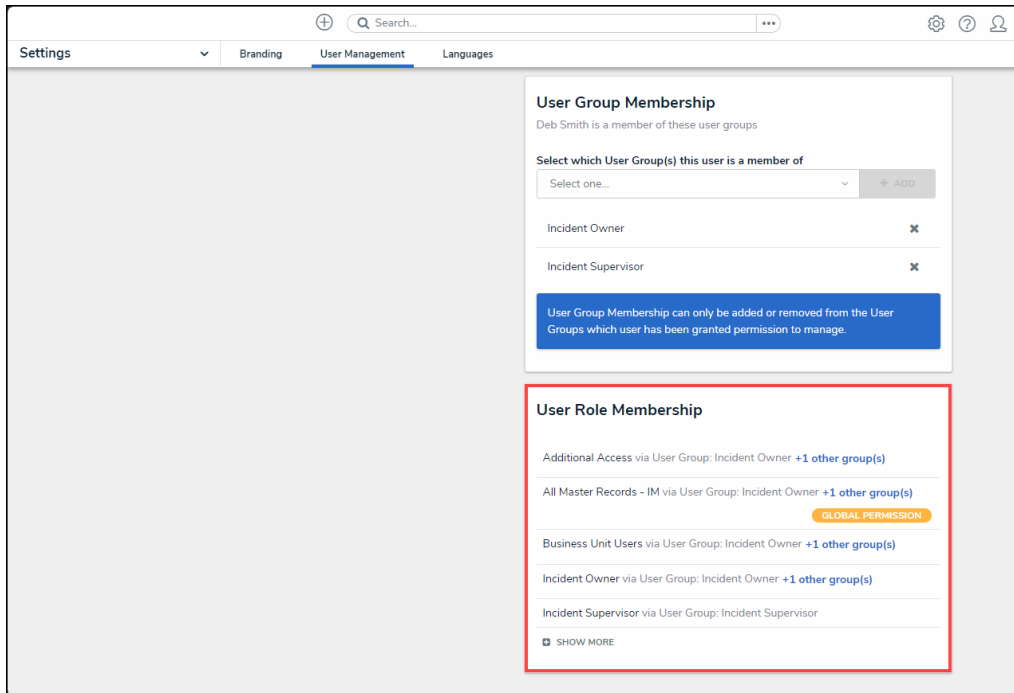
+ Add Button

5. The added user groups will be listed under the **Select which User Group(s) this user is a member of** field.



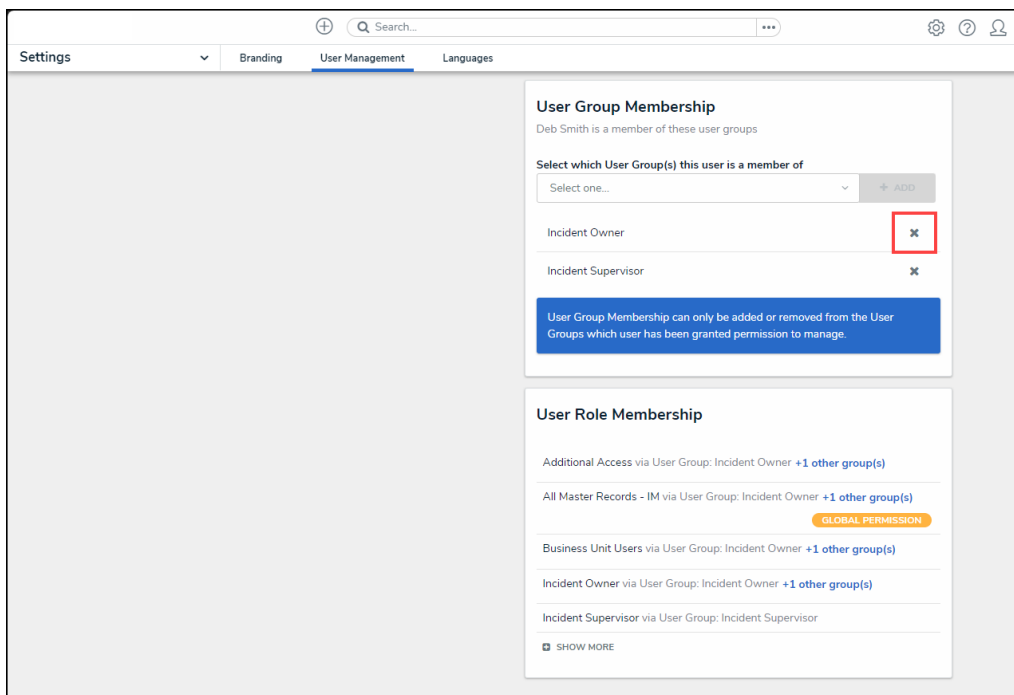
User Group List

6. The roles associated with the selected user groups will appear in the **User Role Membership** section.



User Role Membership Section

7. Click the **Delete** icon next to the user group to remove it from the user profile.



Delete Icon