Assigning a User to a User Group Through the User Profile

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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.
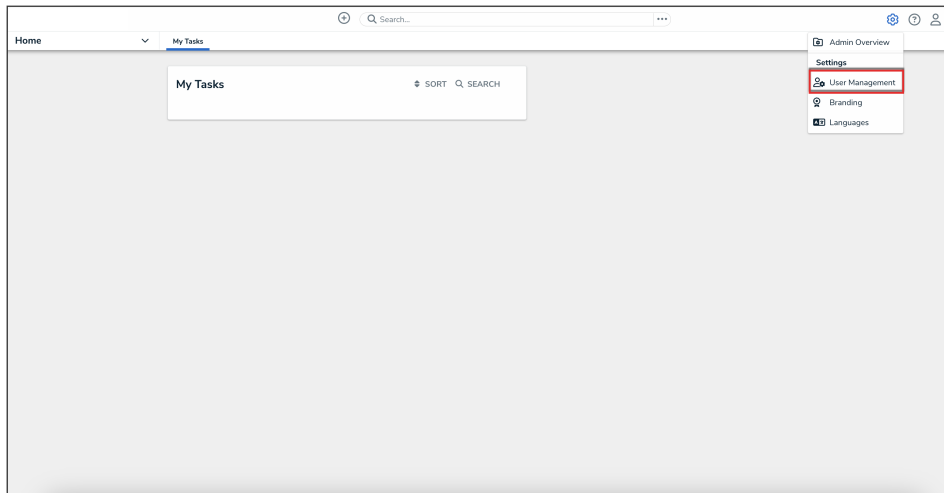
Navigation

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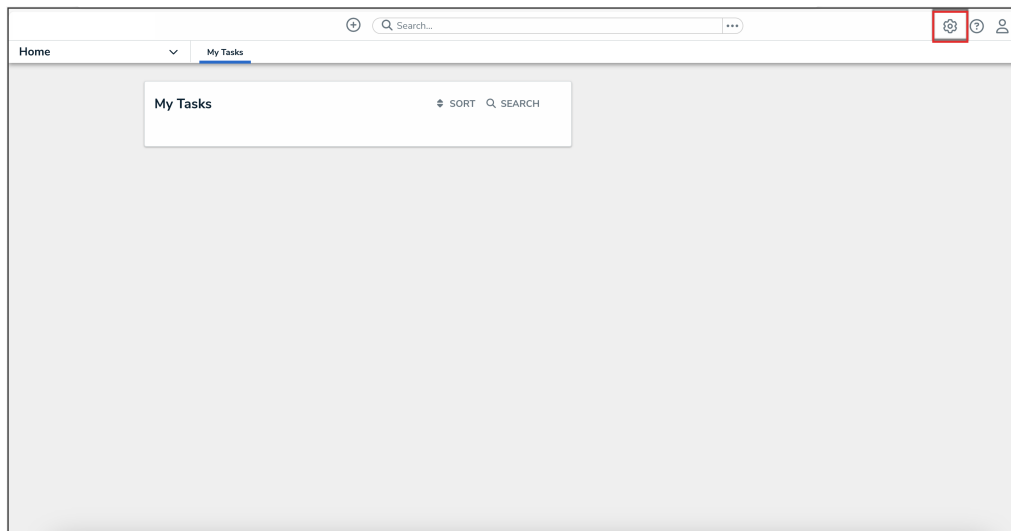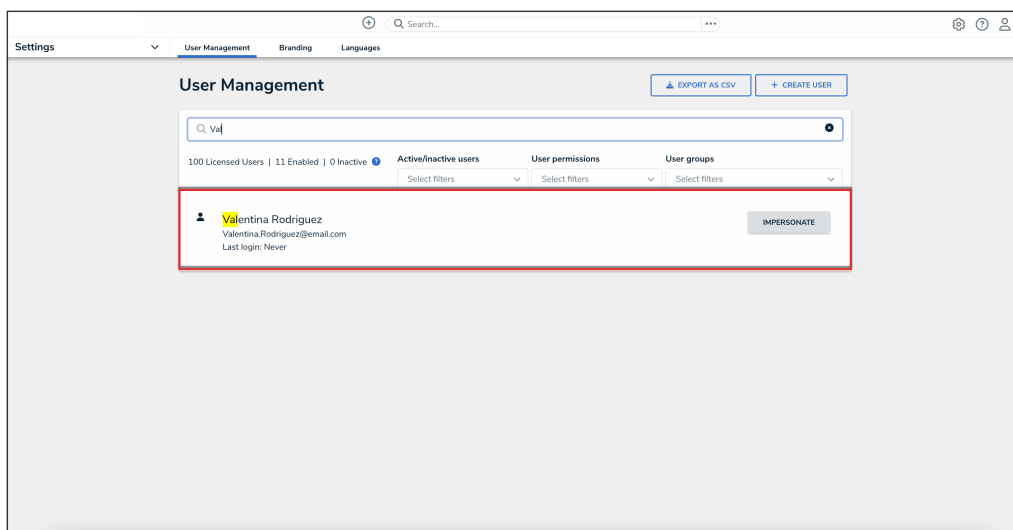

Administration Icon

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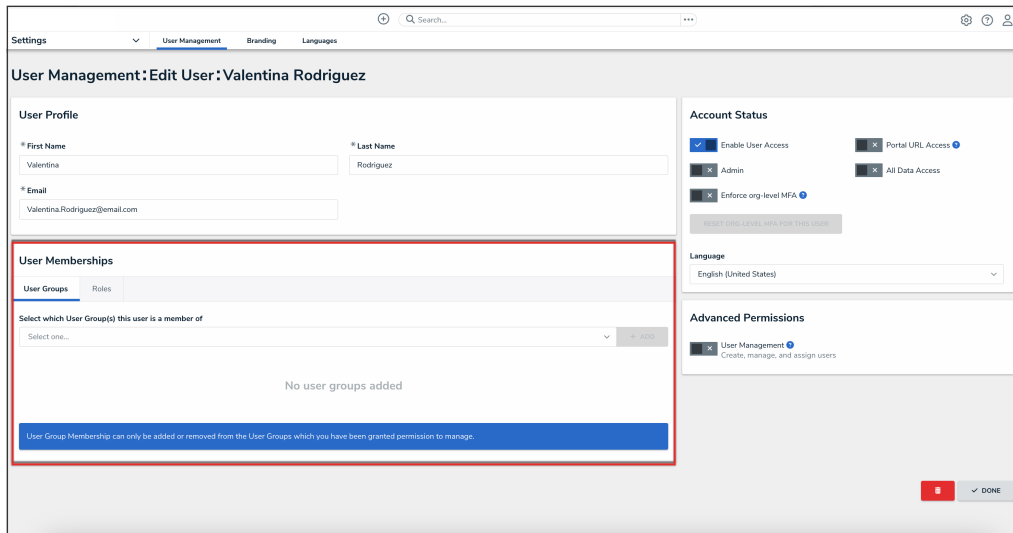
Administrator Settings Menu

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

4. Click the name of the user you want to assign to a user group.

User Search

Assigning a User to a User Group Through the User Profile

1. From the *Edit User* screen, scroll to the the **User Groups** tab in the **User Memberships** section.
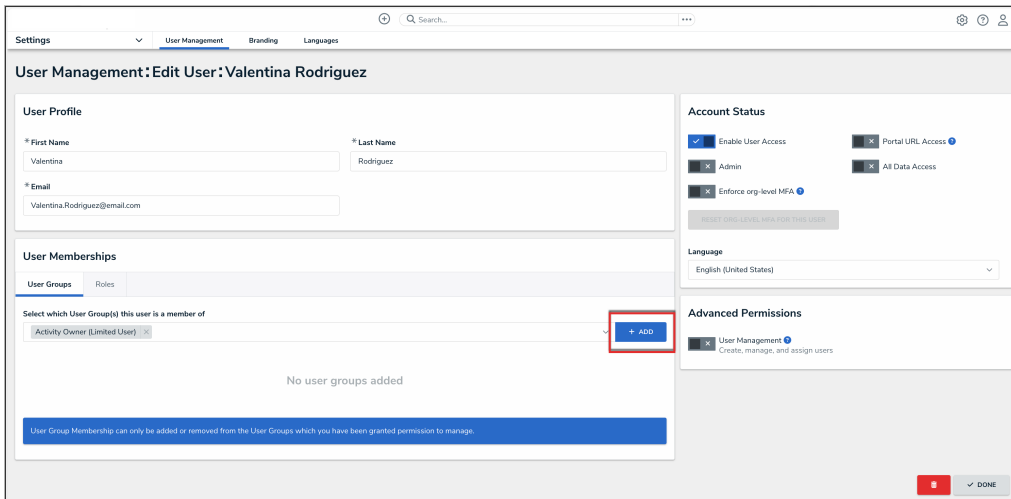
User Groups Tab

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. Multiple user groups can be selected.
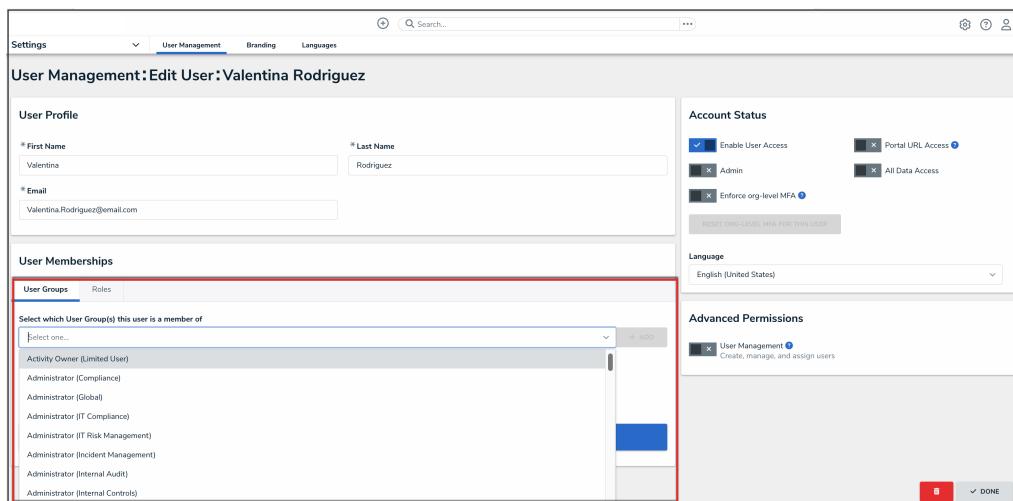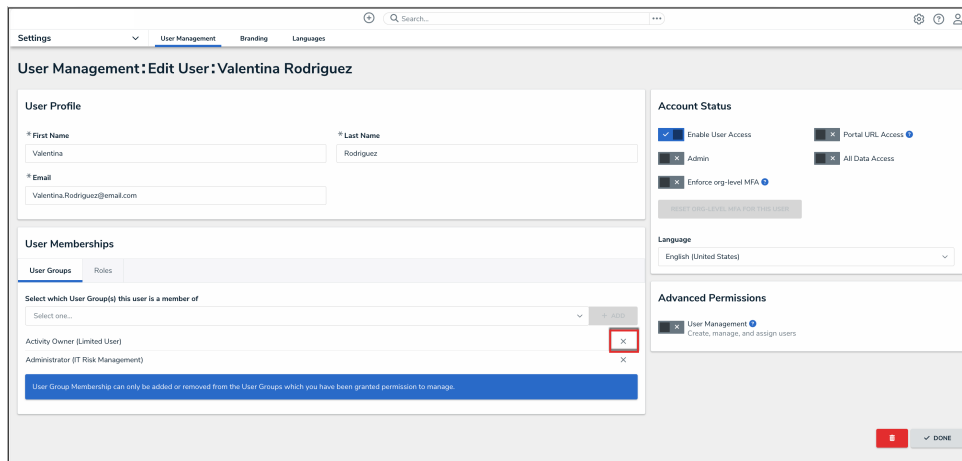

Select which User Group(s) this user is a member of Field

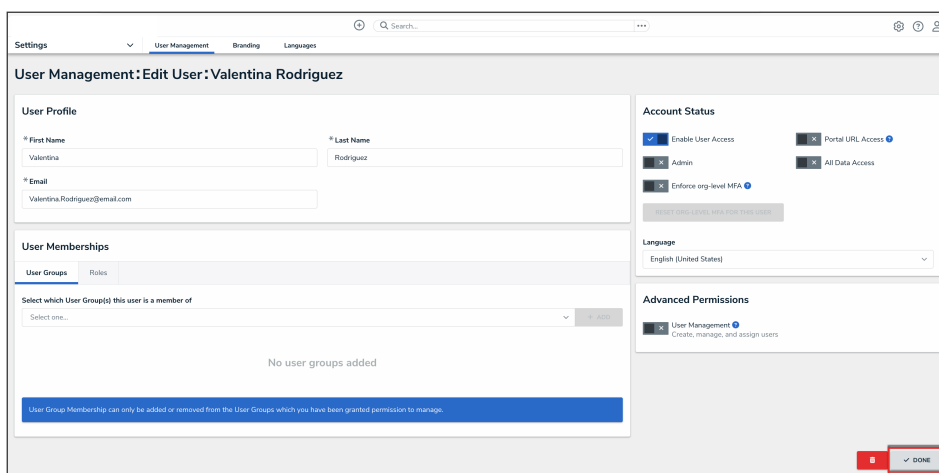4. Click the **Add** button to add the user to the selected user groups.

Add Button

7. To remove a user from a user group, click the **Delete** icon next to the user group name.

Delete Icon

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

Done Button