

## 6 Groups

Groups organize users, control resource access permissions and define roles within the application. You will want to create different groups based on what resources will be available to that particular group. Creating a group and assigning people to a group is easier to manage rather than setting individual permissions to each user.



There is a \*SYS-Administrators group installed with your system. Please do not delete this group. Likewise, please don't add any users to the \*SYS-Administrators group without first consulting with Support to ensure they will have the proper permissions.



### 6.1 Create a Group [Admin]

1. From the menu line, choose **System, Users, Groups**.
2. At the bottom of the screen is where you Add a Group.
  - a. Enter a Group Name.
  - b. Click the Add Group button.
3. Once you have added the Group, it will appear in Group area.



### 6.2 Configuring a Group [Admin]

Once a Group has been created, you can rename the group, delete the group, manage the group members, and manage the group permissions.

Clicking the **Rename** link allows you to rename the group.

Clicking the **Delete** link allows you to delete the group.

Clicking the **Manage** link of a group allows you to add or remove members to the group.

Clicking the **Change** link of a group allows you to add or remove what resources are available to that group.



Users are able to belong to more than one group. If a user belongs to more than one group, they will have the resources available to them from both groups.



Deleting or modifying the \*SYS-Administrators group could end up locking you out of the application.

