

Edit or Delete a User Group

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Overview

An Administrator can make changes to a user group or delete a user group. A user group organizes 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 assigning a role to each user.

If your organization uses LDAP, adding or removing users on a user group will need to be done from LDAP. If changes are made in Resolver, any changes will revert during the next LDAP sync.

User Account Requirements

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

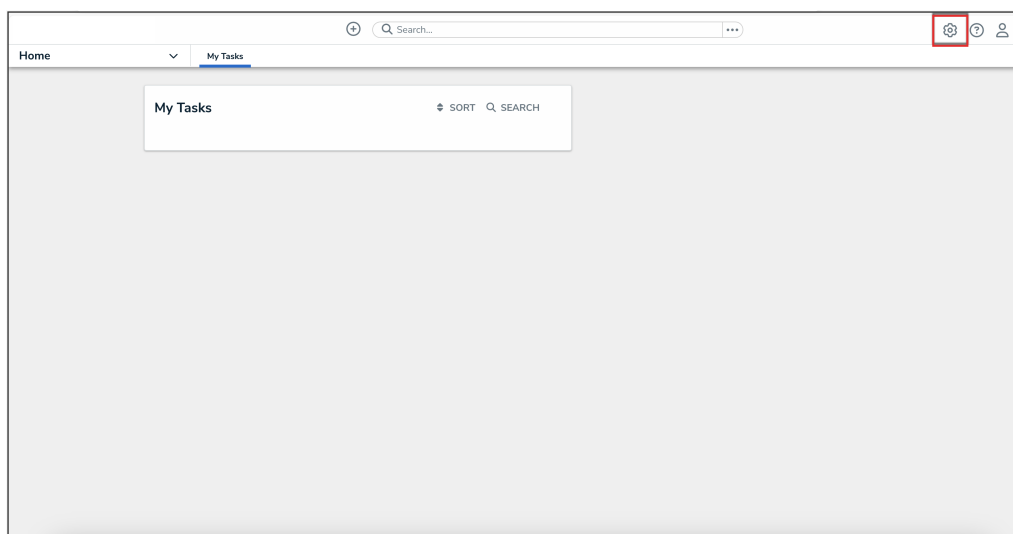
Related Information/Setup

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

Please read the [Configure & Run the LDAP Sync Tool](#) article for more information regarding LPAD.

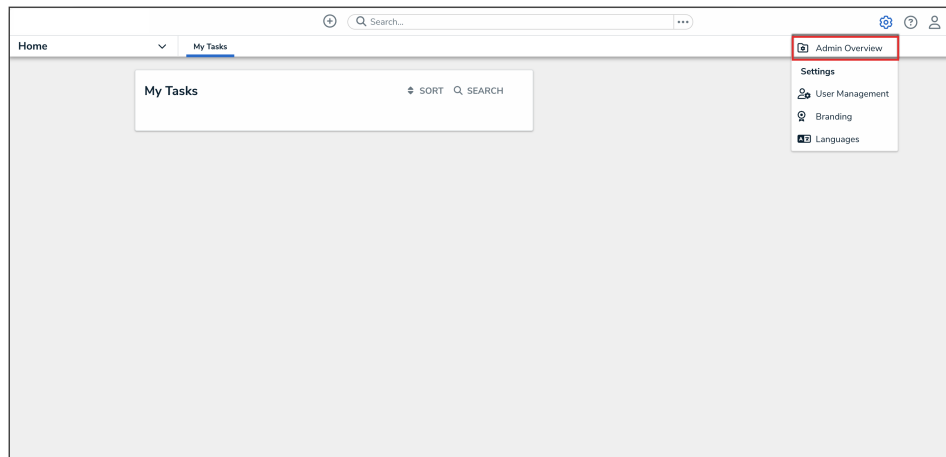
Navigation

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



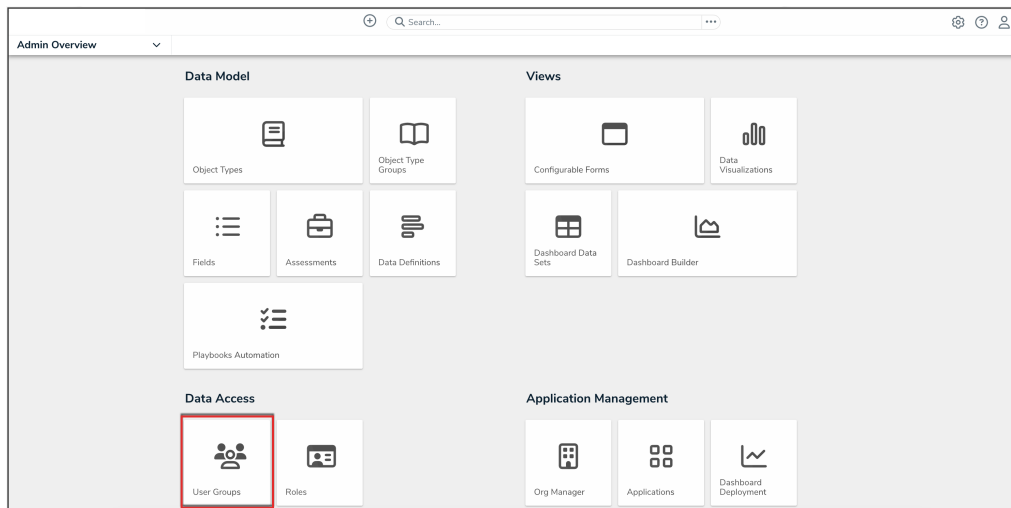
Administration Icon

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



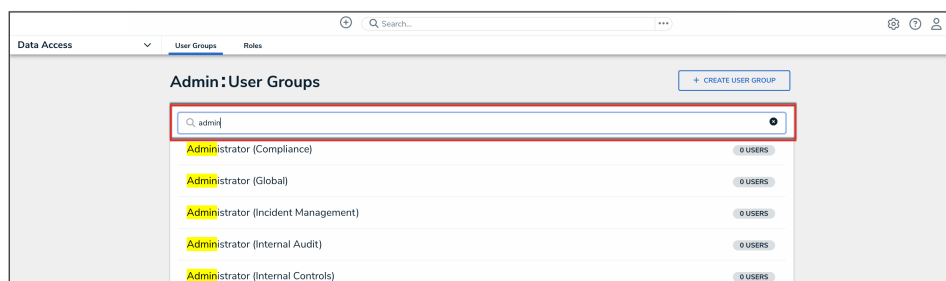
Administrator Settings Menu

- From the **Admin Overview** screen, click the **User Groups** tile under the **People** section.



User Groups Tile

- From the **User Groups** screen, enter a user group name or keyword in the **Search** field.

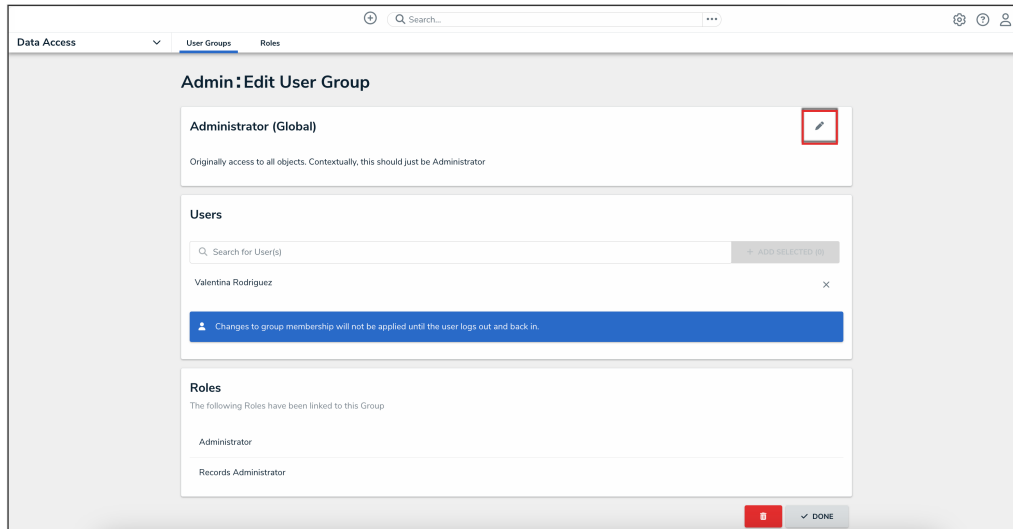


User Groups Screen

- Click the name of the user group that you want to edit or delete.

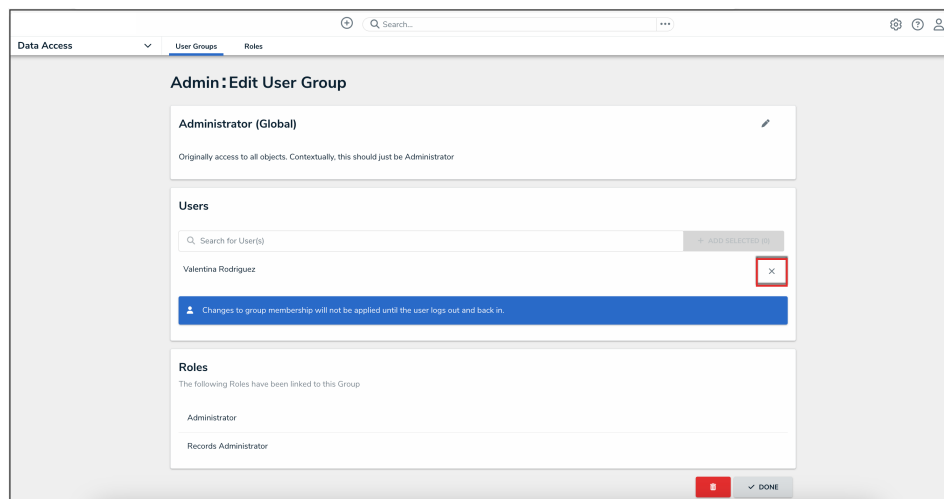
Editing a User Group

1. From the **Edit User Groups** screen, click the **Edit** icon to edit the user group's **Name** and **Description** fields.



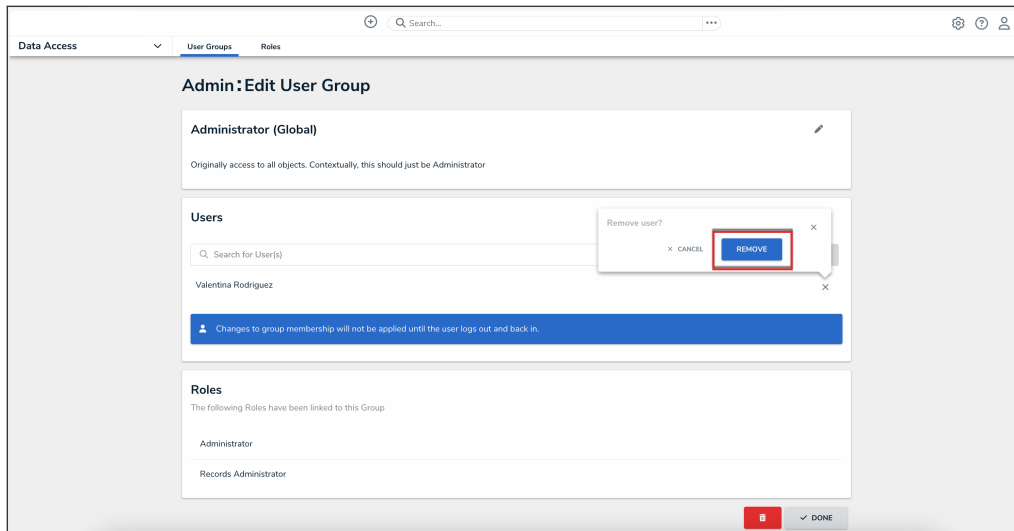
Edit Icon

2. From the **Users** section, you can add users to the user group. Please read the [Add a User to a User Group](#) article for more information.
3. To remove a user from the user group, click the **Remove** icon beside the user's name.



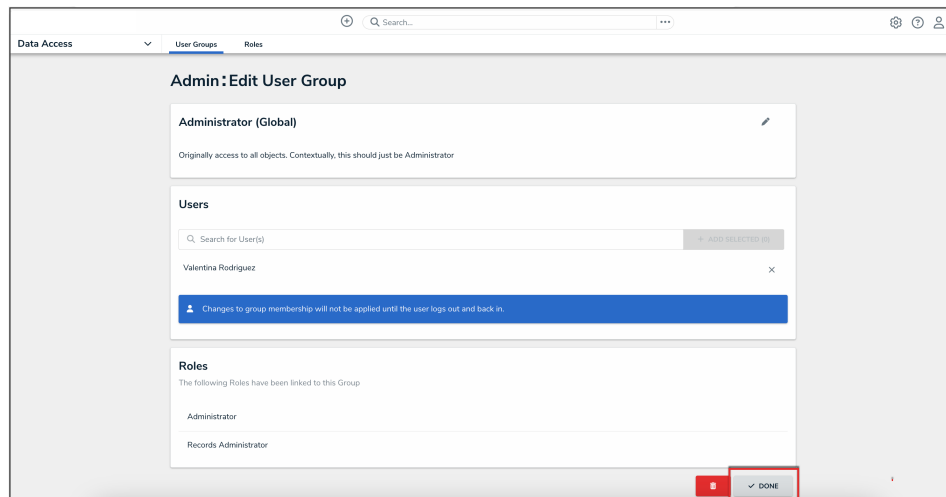
Remove Icon

4. Click the **Remove** button from the **Remove user?** pop-up.



Remove Button

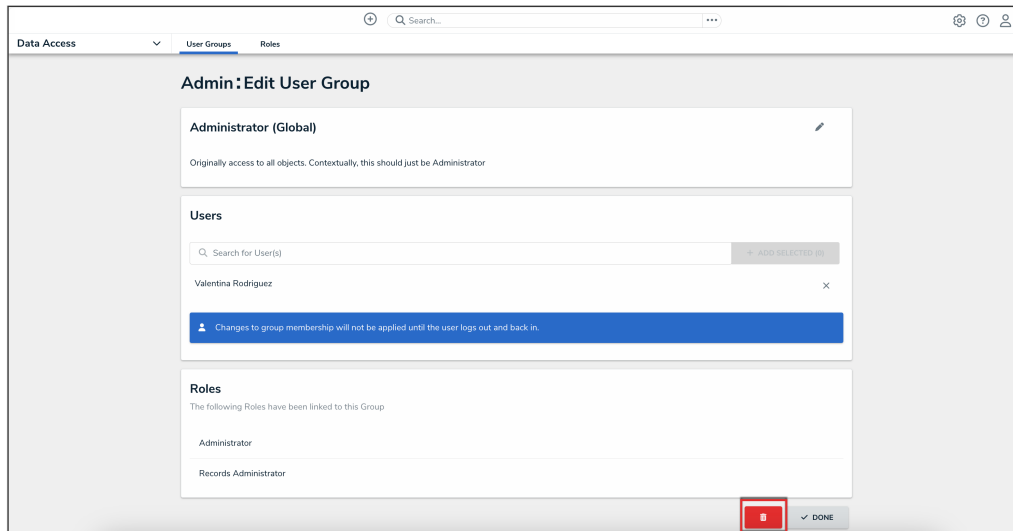
5. Click the **Done** button to save your changes.



Done Button

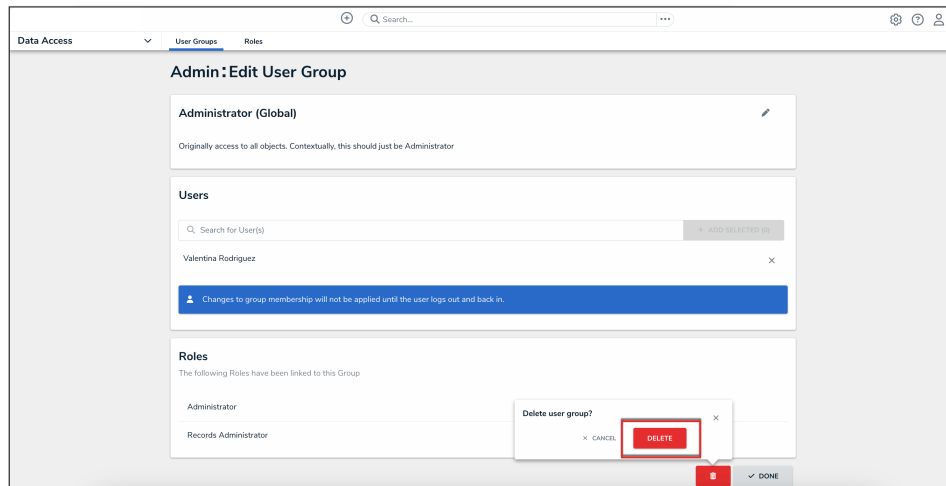
Deleting a User Group

1. From the **Edit User Group** screen, scroll to the bottom of the screen and select the **Delete** icon.



Delete Icon

2. Click the **Delete** button from the **Delete user group?** pop-up.



Delete Button