

# Assigning User Group to Users (W5)

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## **PURPOSE**

This document explains the procedures on how to assign a user group to multiple users.

## **WHY IS THIS IMPORTANT?**

This allows administrator to conveniently assign a new user group to multiple users in one screen.

## **PROCEDURE**



1. From the main menu, click Set Up > Global > User and Rights. The User screen displays.
2. To assign a user group to users, click on Group. The User Group screen displays. Click on the user group short name from the user group list.

### User Group

	App? ▾	Short Name ▾	Description ▾	Full Rights ▾
<input type="checkbox"/>		TFS User Group	TFS User Group	Y

▾

3. In Amend User Group screen, click Assign User.
4. Select the users from the list on your left and click Add.

### Assign User

User Group: TFS User Group

Your password\*

<input type="checkbox"/>	User ID	Full Name
<input type="checkbox"/>	dev01@12dl2g.com	dev01
<input checked="" type="checkbox"/>	jose	Jose Lee
<input checked="" type="checkbox"/>	patrick@12dl2g_userguides	patrick wong

<input type="checkbox"/>	User ID	Full Name
<input type="checkbox"/>	dev01@12dl2g.com	dev01

5. Users added will appear in the list on your right.

### Assign User

User Group: TFS User Group

Your password\*

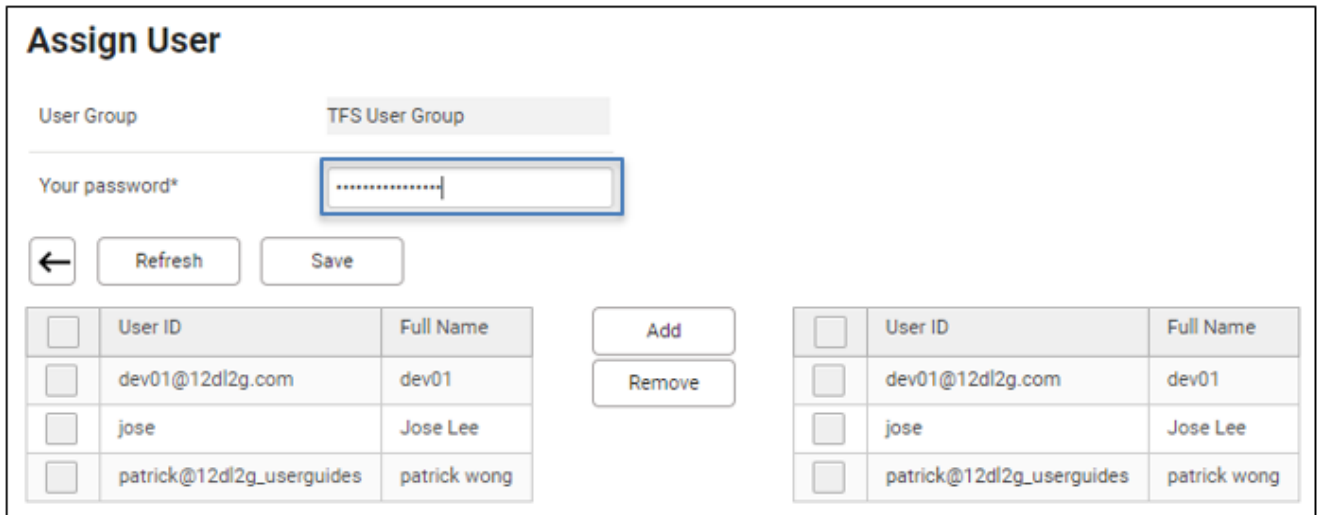
<input type="checkbox"/>	User ID	Full Name
<input type="checkbox"/>	dev01@12dl2g.com	dev01
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@12dl2g_userguides	patrick wong

<input type="checkbox"/>	User ID	Full Name
<input type="checkbox"/>	dev01@12dl2g.com	dev01
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@12dl2g_userguides	patrick wong

6. To remove from the list on your right, select the user ID and click Remove.

7. When completed, enter your current password, and click Save.

Note: If you wish to skip entering password, you need to have additional access rights 10359 Skip Password Check (Category: User Permission) assigned to yourself. System will skip the check that password is required when saving assigned users. Please request for your administrator to assign you this access rights.

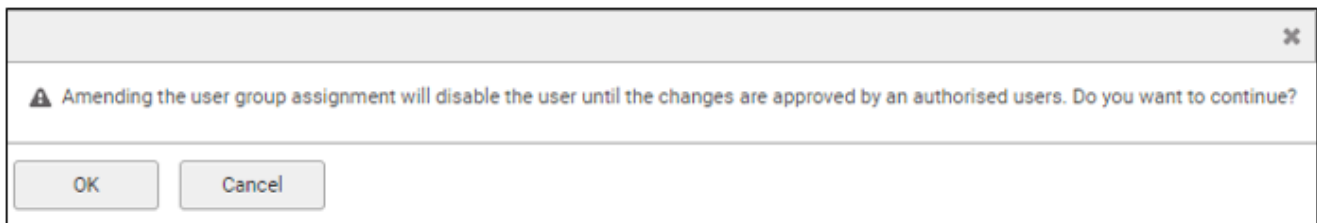


The 'Assign User' dialog box contains a 'User Group' dropdown set to 'TFS User Group' and a 'Your password\*' field with a masked password. Below these are 'Refresh' and 'Save' buttons. At the bottom, there are two identical tables, each with a column for 'User ID' and 'Full Name'. The first table has an 'Add' button, and the second has a 'Remove' button. Each row in both tables has a checkbox in the first column.

	User ID	Full Name
<input type="checkbox"/>	dev01@12dl2g.com	dev01
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@12dl2g_userguides	patrick wong

	User ID	Full Name
<input type="checkbox"/>	dev01@12dl2g.com	dev01
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@12dl2g_userguides	patrick wong

8. You will see a message prompt to confirm the user group assignment to the users and this will disable the users until they are approved in the system.



A message prompt box with a warning icon and the text: 'Amending the user group assignment will disable the user until the changes are approved by an authorised users. Do you want to continue?'. It has 'OK' and 'Cancel' buttons at the bottom.

9. Click OK to confirm.

10. You will see the following message once save is successful.

### Assign User

User Group: TFS User Group

Your password\*:

User(s) successfully assigned to this user group. User(s) will be disabled until the changes are approved by an authorised user.

<input type="checkbox"/>	User ID	Full Name
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@12dl2g_userguides	patrick wong
<input type="checkbox"/>	dev01@12dl2g.com	dev01

<input type="checkbox"/>	User ID	Full Name
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@12dl2g_userguides	patrick wong
<input type="checkbox"/>	dev01@12dl2g.com	dev01

11. Newly assigned users need to be approved in the system. Click on Set Up > Global > User and Rights from the main menu. Select the user IDs to approve and click Approve.

### User

	App? ⇅	Active ⇅	UserID ⇅	Full Name ⇅	Valid Until ⇅	MFA? ⇅
<input checked="" type="checkbox"/>	N	Y	jose	Jose Lee	31 Dec 2099	
<input checked="" type="checkbox"/>	N	Y	patrick@12dl2g_userg	patrick wong	31 Dec 2099	
<input type="checkbox"/>		Y	dev01@12dl2g.com	dev01	31 Dec 2099	

## **FREQUENTLY ASKED QUESTIONS**

## **RELATED INFORMATION**

[User Rights and Permissions](#)

[User Groups and Assigning Permissions](#)

## **CHANGE HISTORY**

Date	By	Changes
21-Aug-2018	TS	Created.
20-Nov-2019	Lyra	Updated Screenshots.
9-Dec-2020	Lyra	New enhancement for additional security approval by entering user's current password. Updated instructions and screen shots.
3-Jun-2021	Lyra	Updated instruction for step 7 for skip password check.