

# Assigning User Group to Users

[See previous W5 version guide](#)

## **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 the Edit button of the user group. The User Group screen displays.

## User Group

Cancel
Refresh
Action

Columns

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

1-1 of 1 records
<<
<
1
>
>>
10

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

## Assign User

User Group: TFS User Group

Your password\*:

Cancel
Refresh
Save

User ID	Full Name
<input type="checkbox"/> admin@devent1.com	admin
<input checked="" type="checkbox"/> John	John
<input type="checkbox"/> jose	Jose Lee
<input checked="" type="checkbox"/> patrick@test_ent	patrick wong

+
-

User ID	Full Name
<input type="checkbox"/> admin@devent1.com	admin
<input type="checkbox"/> jose	Jose Lee

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

### Assign User

User Group

TFS User Group

Your password\*

Cancel

Refresh

Save

	User ID	Full Name
<input type="checkbox"/>	admin@devent1.com	admin
<input type="checkbox"/>	John	John
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@test_ent	patrick wong

+

-

	User ID	Full Name
<input type="checkbox"/>	admin@devent1.com	admin
<input type="checkbox"/>	John	John
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@test_ent	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.

### Assign User

User Group

TFS User Group

Your password\*

Cancel

Refresh

Save

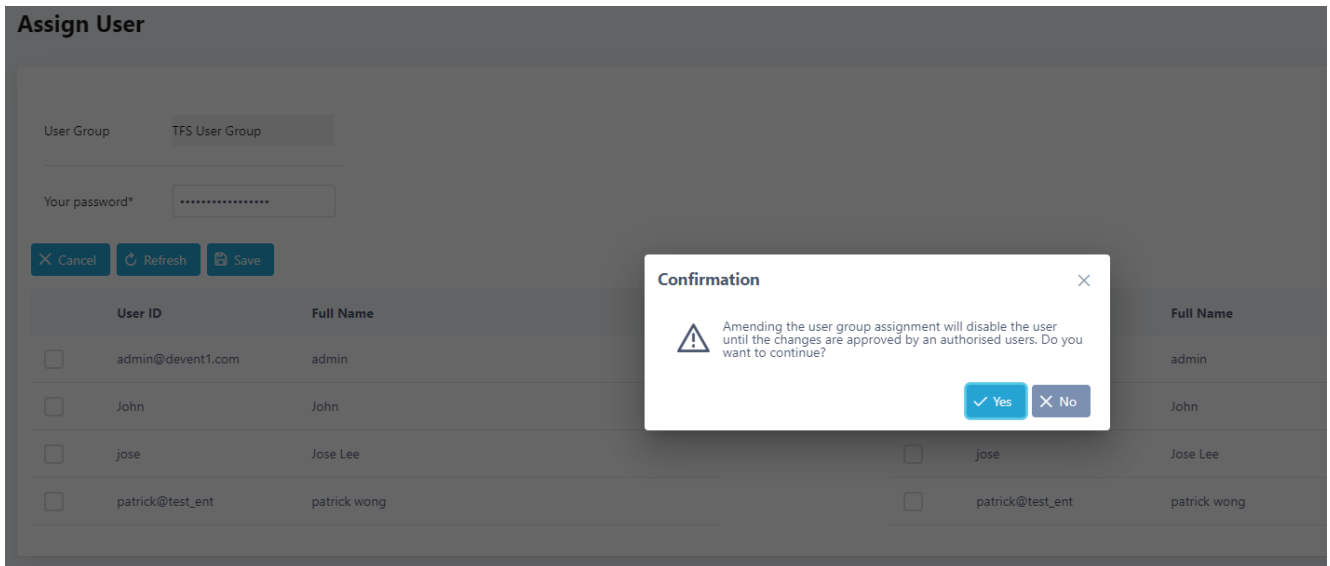
	User ID	Full Name
<input type="checkbox"/>	admin@devent1.com	admin
<input type="checkbox"/>	John	John
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@test_ent	patrick wong

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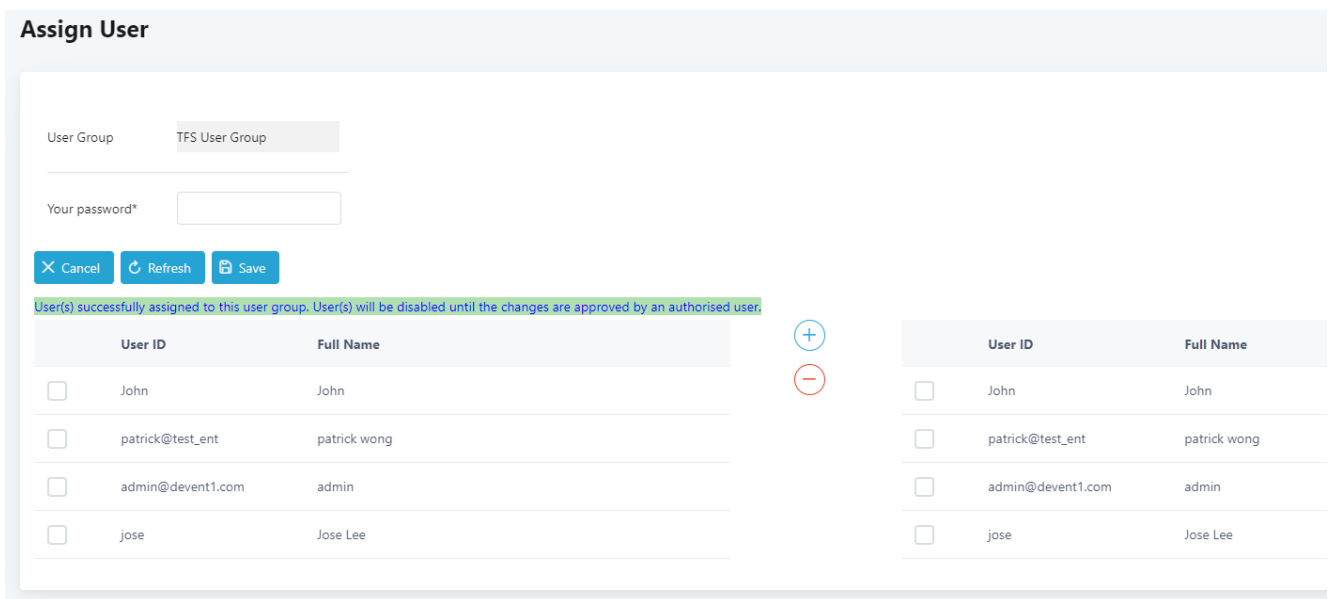
	User ID	Full Name
<input type="checkbox"/>	admin@devent1.com	admin
<input type="checkbox"/>	John	John
<input type="checkbox"/>	jose	Jose Lee
<input type="checkbox"/>	patrick@test_ent	patrick wong

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.



9. Click Yes to confirm.

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



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 Action > Approve.

User

Refresh

Action

Group

Search

+ New

✓ Approve

Delete

De/Activate

Export CSV

Export PDF

		Active ↑↓	UserID ↑↓	Full Name ↑↓	Valid Until ↑↓	MFA? ↑↓
<input checked="" type="checkbox"/>			John	John	31 Dec 2099	
<input checked="" type="checkbox"/>			patrick@test_ent	patrick wong	31 Dec 2099	
<input type="checkbox"/>		Y	admin@devent1.com	admin	31 Dec 2099	
<input type="checkbox"/>		Y	jose	Jose Lee	31 Dec 2099	

1-4 of 4 records << < 1 > >> 50

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 the user's current password. Updated instructions and screenshots.
3-Jun-2021	Lyra	Updated instruction for step 7 for skip password check.
6-Dec-2022	TS	Updated to W6 instructions and screenshots.