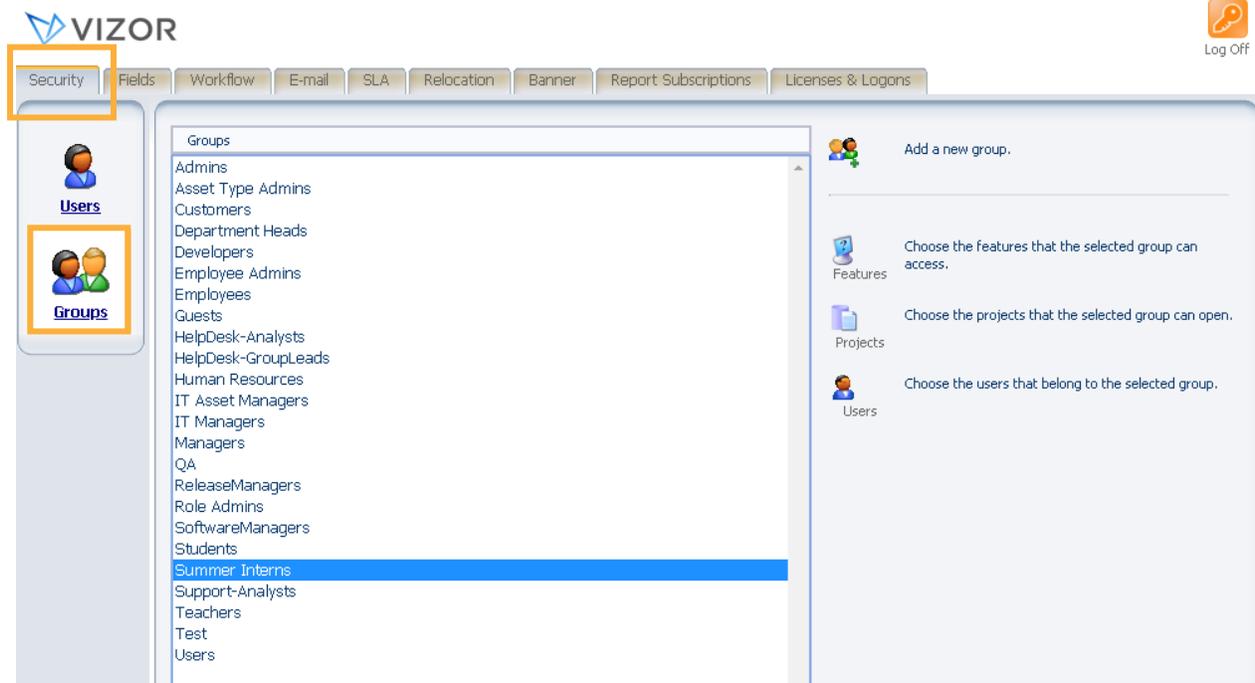


Add Users to a Group

1. You require VIZOR administration privileges to manage VIZOR users. To login navigate to <https://YOURSERVER/connectadmin/>
2. Ensure that the **Security** tab is selected and select **Groups**

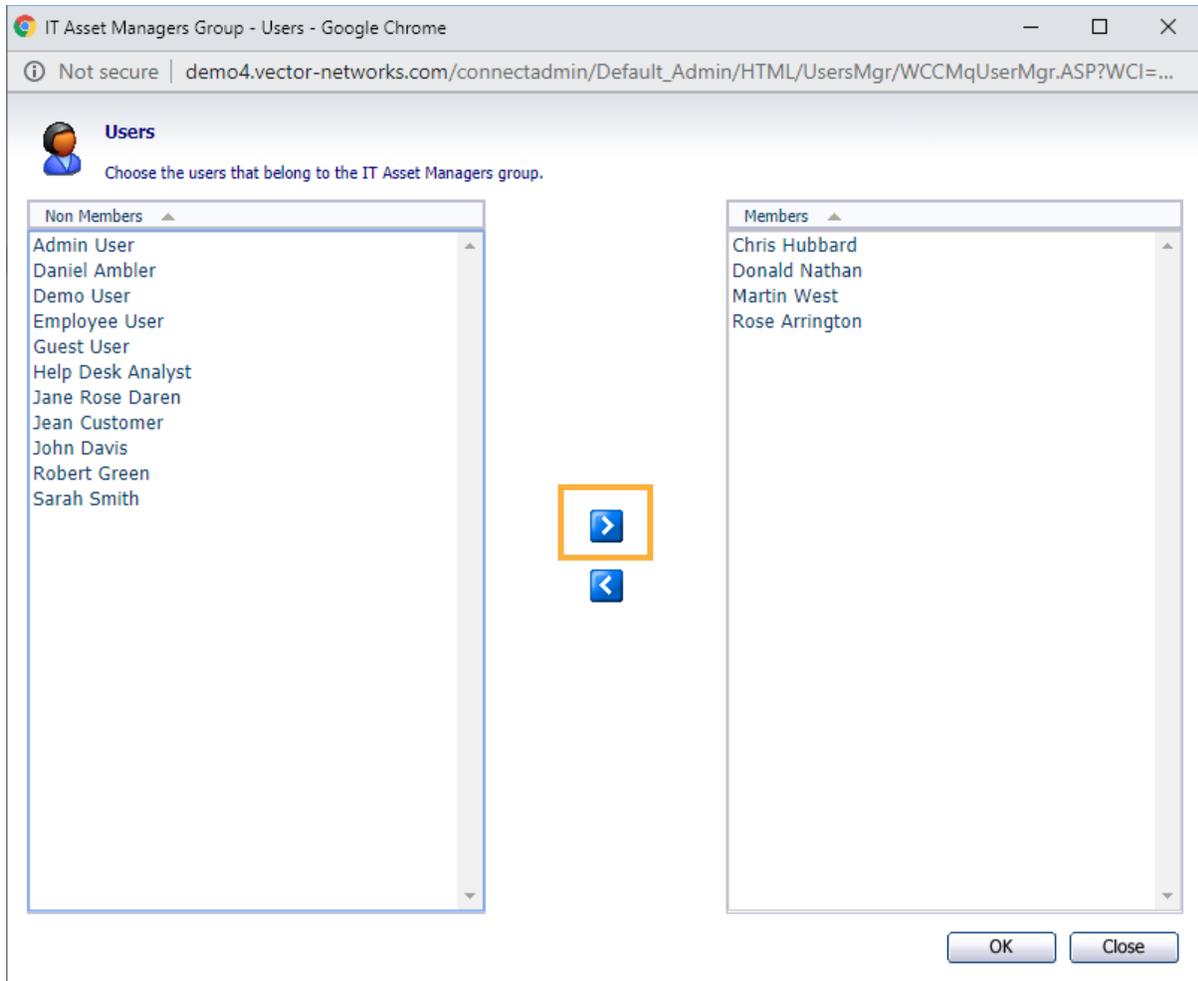


3. Highlight the group that you want to add members to and click **Choose the users that belong to the select group.**

The screenshot displays the VIZOR user management interface. At the top left is the VIZOR logo. A navigation bar contains tabs for Security, Fields, Workflow, E-mail, SLA, Relocation, Banner, Report Subscriptions, and Licenses & Logons. On the right side, there is a Log Off button. The main interface is divided into three sections:

- Left Sidebar:** Contains two icons. The top one is labeled "Users" and the bottom one is labeled "Groups" and is highlighted with an orange border.
- Center Panel:** A list of groups is displayed under the heading "Groups". The groups listed are: Admins, Asset Type Admins, Customers, Department Heads, Developers, Employee Admins, Employees, Guests, HelpDesk-Analysts, HelpDesk-GroupLeads, Human Resources, IT Asset Managers, IT Managers, Managers, QA, ReleaseManagers, Role Admins, SoftwareManagers, Students, **Summer Interns** (highlighted with a blue bar), Support-Analysts, Teachers, Test, and Users.
- Right Panel:** Contains four configuration options, each with an icon and a text label:
 - "Add a new group." with a group icon.
 - "Choose the features that the selected group can access." with a "Features" icon.
 - "Choose the projects that the selected group can open." with a "Projects" icon.
 - "Choose the users that belong to the selected group." with a "Users" icon. This option is highlighted with an orange border.

4. Select the users you would like to add to the group by highlighting them and clicking the arrow going to the right. If you need to remove one, do the opposite – highlight the one you want to remove on the right and click the arrow going left.



5. Press OK

For more information see, Chapter 4 - *People And Organizations* and Chapter 23 – *Managing Contacts, Users And Groups* of the VIZOR Guide <https://www.vizor.cloud/content/collateral/vizor-manual-guide/>