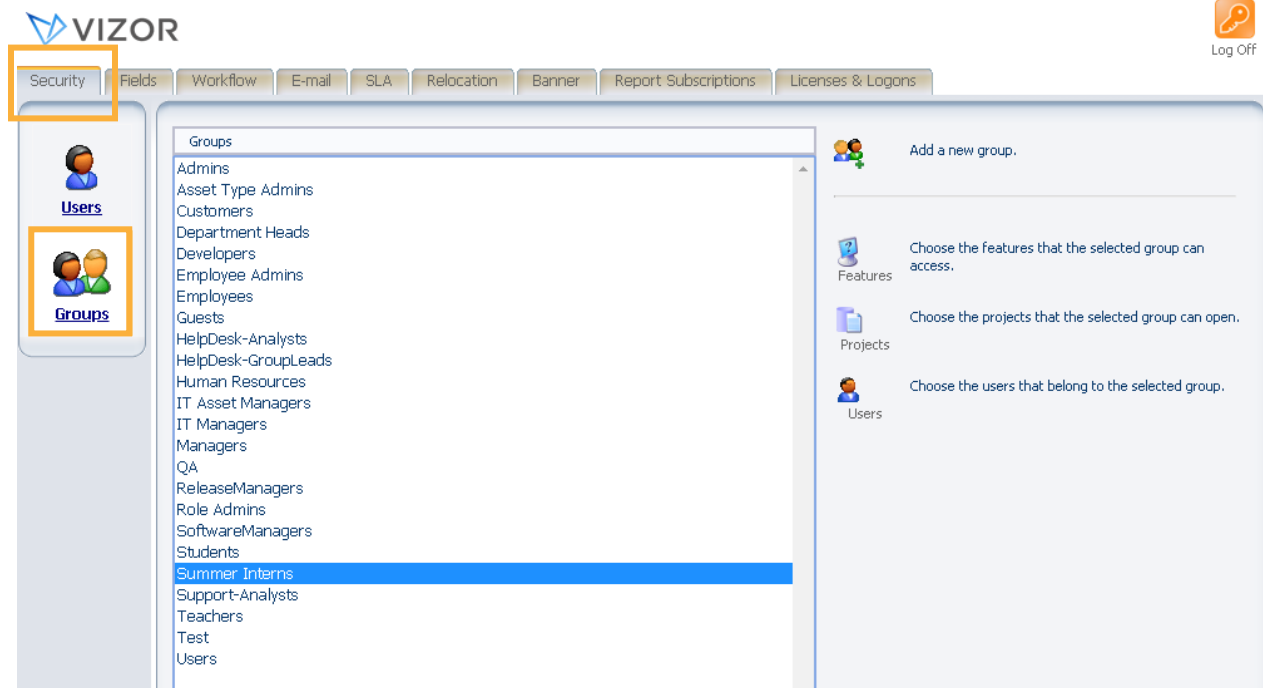


Add Users to a Project

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 access a specific project and click **Choose the projects that the selected group can open**



Security | Fields | Workflow | E-mail | SLA | Relocation | Banner | Report Subscriptions | Licenses & Logons

Users

Groups

- 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**
- Support-Analysts
- Teachers
- Test
- Users

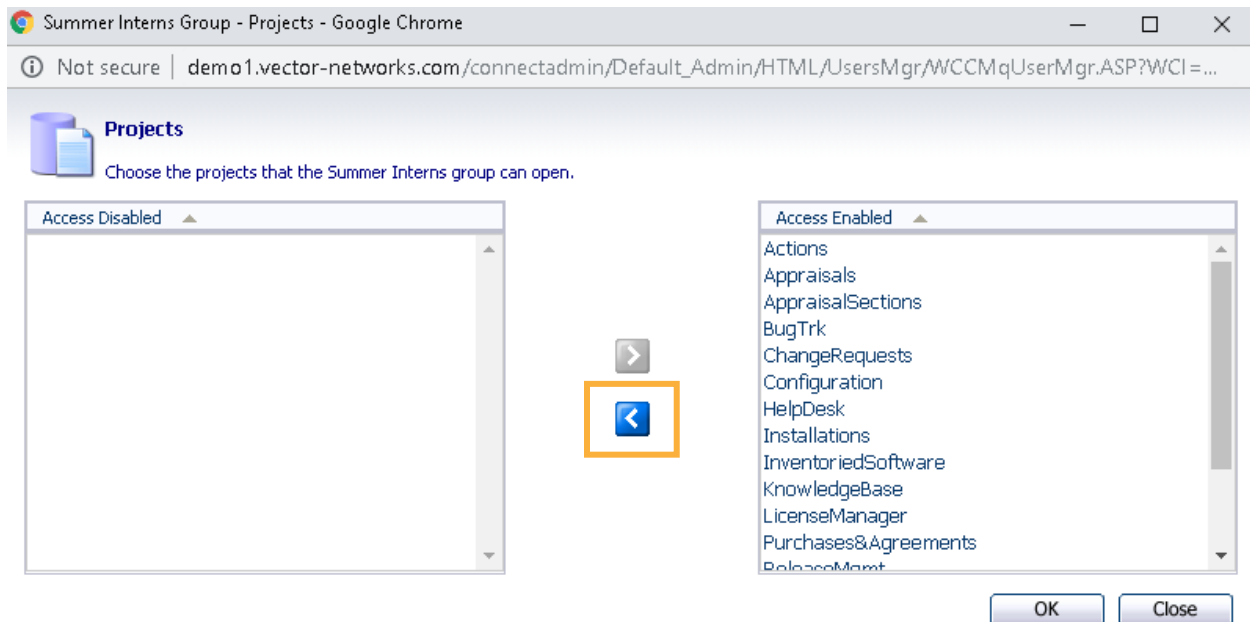
Add a new group.

Features: Choose the features that the selected group can access.

Projects: **Choose the projects that the selected group can open.**

Users: Choose the users that belong to the selected group.

4. This is where you can manage what group has access to which projects. If you need to remove one, 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/>