## Create a User Groups

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



3. Click Add a new group, and press OK.



## 4. Your group will appear

VIZOR								
Security Fields	Workflow	E-mail	SLA	Relocation	Banner	Report Subscriptions	Licenses & Logons	
	Groups							
Users Users Groups	Admins   Asset Type Admins   Customers   Department Heads   Developers   Employee Admins   Employee Admins   Guests   HelpDesk-Analysts   HelpDesk-GroupLeads   Human Resources   IT Asset Managers   QA   ReleaseManagers   Role Admins   SoftwareManagers   Chieste							
	Summer Inter Support-Analy Teachers Test Users	ns /sts						

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