

Creating a user group

You can create a user group with which to assign multiple users the same roles—without having to individually assign the roles to each user.

Requirements: You must have a customer role at the customer level that includes the Manage Access user right.

1. On the Manage Access view, in the left pane, select the customer.
2. From the **User Group** menu, select **Create User Group**.
3. Type a name for the group, and select the users to include in the group.
4. (Optional) If any user category is defined for the customer, the **User Category** lists the user categories. Select a user category to assign to the user group.
5. Click **Create**.
The new group appears under the **Users/ Groups With Access** list.
6. Assign roles to the user group:

If you want to	Do this
Assign a customer role	In the Manage Access view, in the Users/Groups With Access list, select the new group. Under Customer Role , assign a customer role to the group, and click Apply .
Assign project and library roles	a. In a stand-alone system— In the Manage Access view, in the Users/Groups With Access list, select the new group. b. Under Project/Library Role , assign project and library roles to the group, and click Apply .
Assign a project role for a specific project	a. In the Manage Access view, in the left pane, under a customer, select a project. b. In the right pane, find the group in the list and assign the project or library role. You can assign a different project or library role to a group for a specific project or library than the role assigned at the customer level.

7. Click the **Apply** button.