Add a User Group and Manage a User Group

- Initiated By: Administrator
- Used To: Create a New User Group and to Manage a User Group

From the Home Screen:

1. Select the Portal Admin icon



2. Select the Manage User Groups



3. Click on Add a New Group



4. Type in the Name of your new group



5. You can now **assign rights** to your new group. **Click** on the correct checkbox to enable your group to have rights for that specific activity

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		Manage User Groups: Add Group		
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6. Once your have assigned the required rights, click on Save





 You can now see your newly created Group on the Manage User Groups page

Group Name	Greated By	Updated By
Selenium	Back-Office Onboarding	Zane Staats
DLT GROUP	Selenium Test User Virtual	Zane Staats

 On this page you will be able to see all the User Groups in your Organization as well as the permissions assigned to them by clicking on the "eye" icon.



9. By clicking on the "**pencil**" icon you can **edit** details about **User Groups** or change permissions

10. By clicking on the "dustbin" icon you can delete a User Group



