

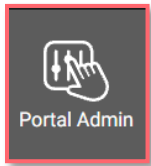
Add a User Group and Manage a User Group

Initiated By: Administrator

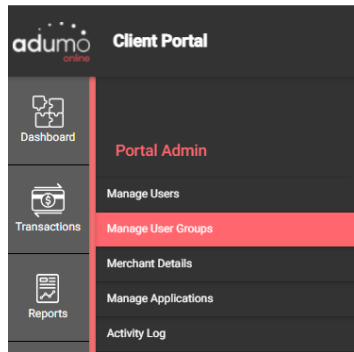
Used To: Create a New User Group and to Manage a User Group

From the Home Screen:

1. Select the **Portal Admin** icon



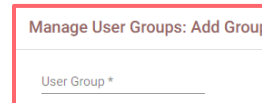
2. Select the **Manage User Groups**



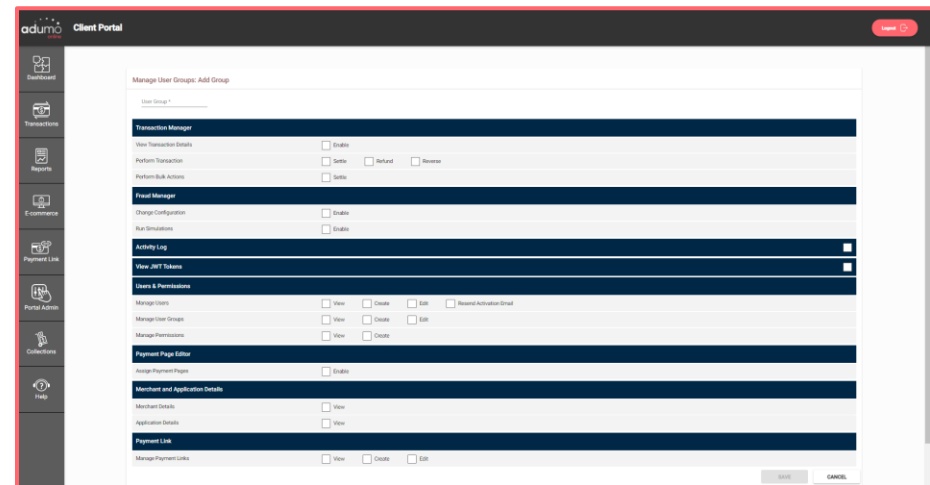
3. Click on **Add a New Group**



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



6. Once you have assigned the required rights, click on **Save**



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

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

8. 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

