

# Group/User Administration

The Group/User Administration window is the main portal to manage User Groups and Users access privileges.

## Right-Click Options

### User Tab

- Add
- Delete
- Edit
  - Copy
    - Access Attributes
  - Paste
    - Access Attributes
- Export
  - To XML: Export selected [User-ID's](#) to file.
- Management
  - Reset Password
  - Unlock
  - Verify Email Address
- Properties: Opens [User-ID's](#) properties window.
- Select
  - All: Selects all [User-ID's](#).
  - Invert: Inverts selection of the selected [User-ID's](#).

### Group Tab

- Add Group: Opens properties window to add new Group.
- Delete Group: Deletes selected group. Groups with dependant Users cannot be deleted.
- Properties: Opens selected Group's properties window.

### Active Directory Associations Tab

- Delete
- Insert
  - Before
  - After
  - At End
- Properties

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