

# Group/User Administration

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

## Right Click Options

- 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](#).

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