2025/10/18 00:39 1/2 Group/User Administration

# **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
- Properties

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