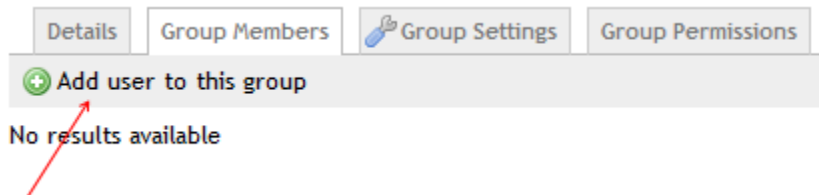


Adding Users to a Group



Adding Users to a Group

- You can add users individually to a group by searching for them within Swarm. To do this you need to click on the *Add user to this group* button.



- This takes you to a new page which allows you to find a user by searching by name or to browse for a user based on a group that they are already in.
 - To add a user to a group they must already be in Swarm.

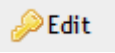
- When browsing for a user you need to know either what group they are in or what job they do. This means that you can easily find the user that you want to add to the new group. You can optionally link the new user to a job family. In the *%% Split* field you should enter the amount of their overall time that they should be allocated to the group.
- In the example shown below Dr W Duke will be assigned to this group for 50% of the time.

- You can also Import users in this group by using the *Import users into this group* button which allows you to import users from native Excel files.



Setting Group Permissions

Group permissions are used to control what the users within that group can do. Users can have different permissions set based on what groups they are in.

- Setting group permissions is done in the *Group Permissions* tab. To edit the group permissions click  and assign the permissions that you want all users within that group to have. Select the permissions you want users to have by selecting the check box that corresponds to the permission. By setting group permissions you are restricting access to what users within that group can do and access.
 - These are group permissions and not user permissions.
 - If you want to revert the settings back to what they were before you edited them click the *Reset* button.
 - Once you have set the permissions click on *Save Changes* to commit them.