User Groups

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Users are assigned to a **User Group** and is primarily used for reporting.

This field is required for setting up a user. You may have one or many user groups in the system, but you would use roles to manage a user's permissions.

Set up a User Group and assign users

There are two ways to set up a User Group:

User Groups page

1. Navigate to the **User Groups** page.

2. Click **New** and provide a name in the input screen and click **Save**.

3. Select the User Group and click the **Assign** button to add users as required. It's possible to multi-select and assign users.

Users page

1. Navigate to the **Users** page.

2. Highlight the user and click the **Groups** button.

3. From the **User Group** popup, you can assign the **User Groups** one by one to the selected user.