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Create new user group in Highstage

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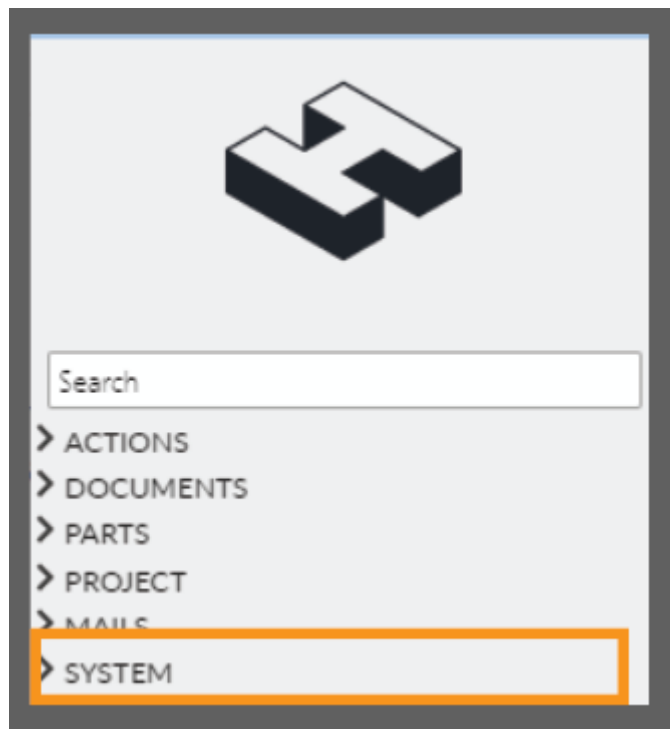
Background

This article introduces Highstage administrators to the process of creating new Highstage user groups - directly from Highstage.

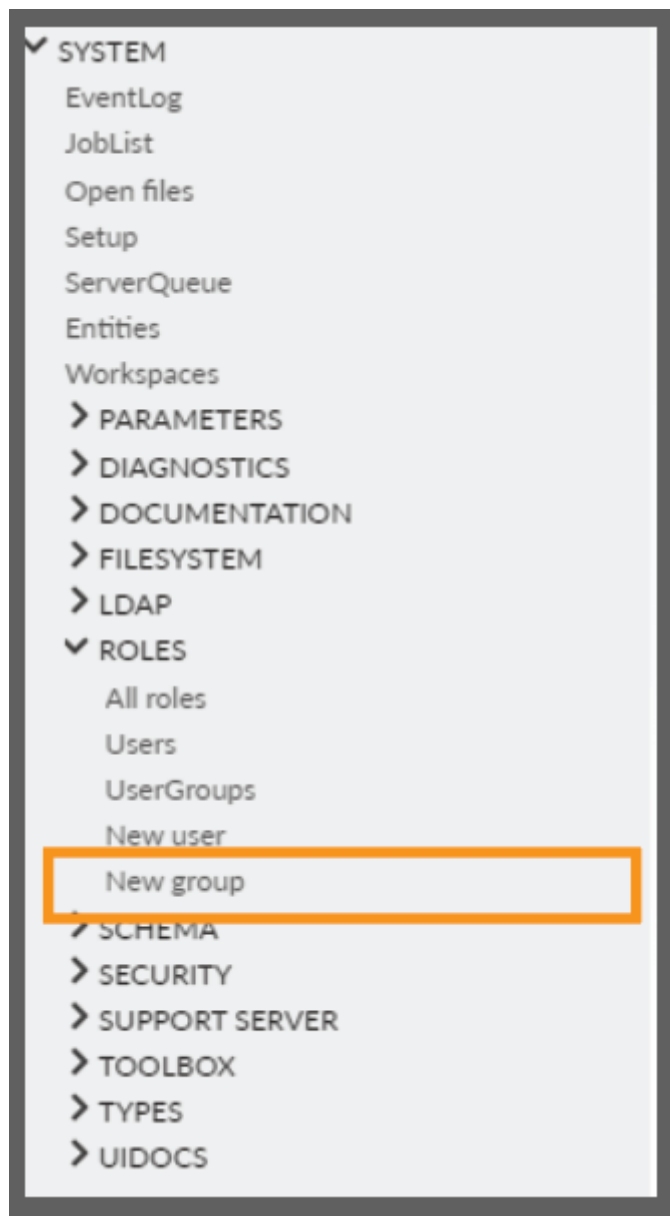
Procedure

The following steps allows for you to create new user groups and add existing Highstage users and/or groups to those groups, directly from Highstage:

1. Set your user level to *AdminRead* or *AdminWrite* to get access to `SYSTEM` in the side navigation menu:



2. Navigate to `SYSTEM` > `Roles` and click *New group*:



This will open the *New group* page:

Create new UserGroup

UserGroup:*

1. Does the user already exist ? Do NOT create duplicates!
2. The User unique ID is critical since it may appear in a number of places including documents and may require cost/effort to change later.
3. If password is not specified then a random password will be generated.
4. Fill in the fields below and click Create. A new user record will be created and a welcome mail will be send to user email address.
5. Creating new user may take a moment to execute due to mail transaction and ldap replication (may be optimized in the future).

Members:*

...

MemberOf:*

...

Active:*

Create more

CREATE

3. Fill out the form with appropriate user group information:

Field	Description	Required	Note
UserGroup	Name of user group. The user group name must not already exist as a group in Highstage, and cannot be changed later	✓	
Members	Specify which existing users and/or user groups that should be added to this new group. Any number of users and user groups can be added.	✓	Members of a group can always be updated later.

Field	Description	Required	Note
MemberOf	specify which existing user group(s) that the newly created group should be added to.	✓	The newly created group must be added as a member of an existing Highstage user group, as group permissions are inherited from existing user groups.
Active	Toggles whether the newly created user should be active when created. <i>An inactive user cannot access Highstage</i>	✓	

4. When all required fields are filled out, click to create the new group with the added users and user groups as members.
5. You have successfully created a new Highstage user group. This group is not a member of an existing Highstage group, and has a number of associated users and user groups.

Frequently Asked Questions

Where can I make changes to existing user groups?

1. Set your user level as *AdminRead / AdminWrite*.
2. Navigate to > and click *UserGroups* in the side navigation menu.

From here, you get an overview of the existing Highstage user groups, which can be updated.

Can I make a new user group with a name that already exists in Highstage?

No. When you click *Create* and the specified group name is already associated with an existing Highstage user group, you will be prompted to change the name to something else.



Highstage