

Editing Groups for Users

Once a user is created in ADM, they need to be assigned to a group. Majority of the time they are going to be a new sales rep needing access.

Follow the same steps in the other document that is created for Adding a new user. For reference, the route is this :

-Data Management > Administration > Security > Users

1. From here, we can search for the user needing a group assigned to them.
2. Click the 1st icon (toggle panel) to open up the menu underneath to see the next menu.
3. Click the 7th icon to toggle the cells underneath the icons, this is how we search by typing in the name or username
4. Type in the username and click on the User ID.
5. On the lower menu, click the 3rd icon to add a new row.
6. Click save

This is what it should look like for reference :

