

# Manage Users and Groups

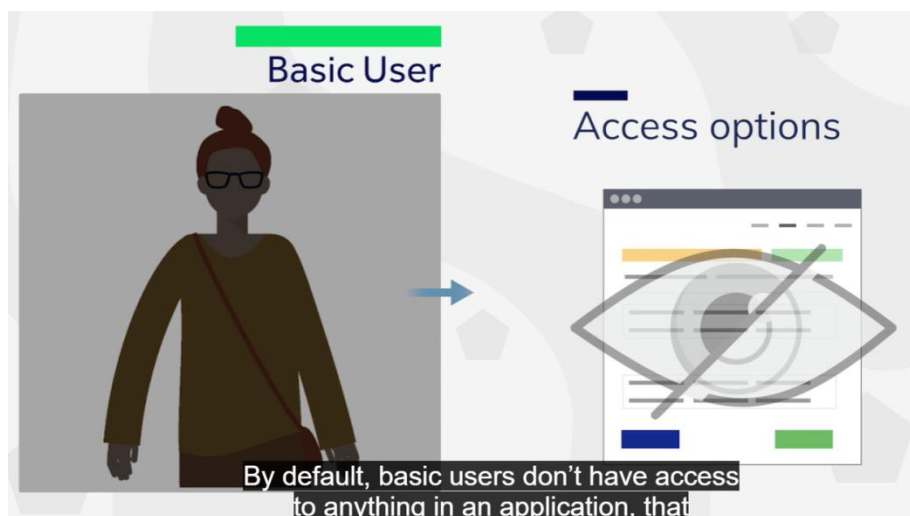
## Importance of Groups :

- Organization
- Security

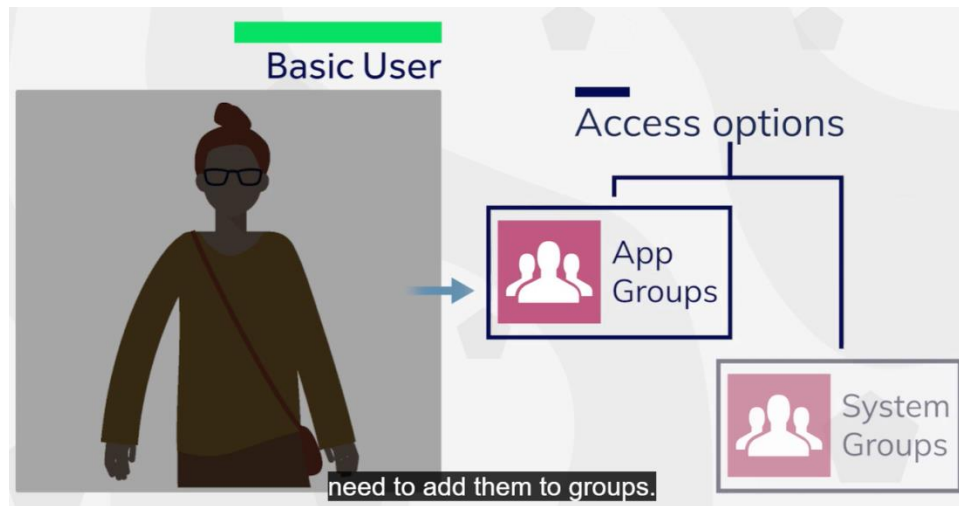
## Types of Users :

- Basic Users :

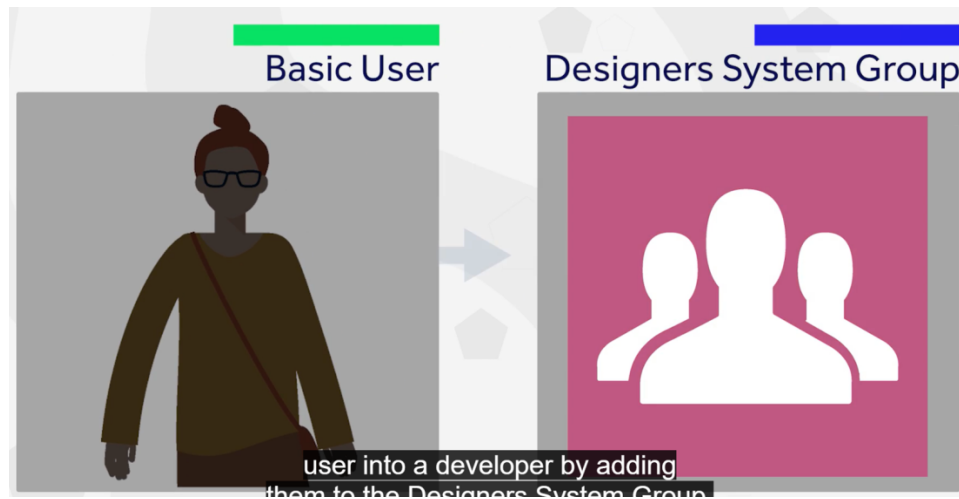
1. By default, basic users **don't have access** for anything in the application.



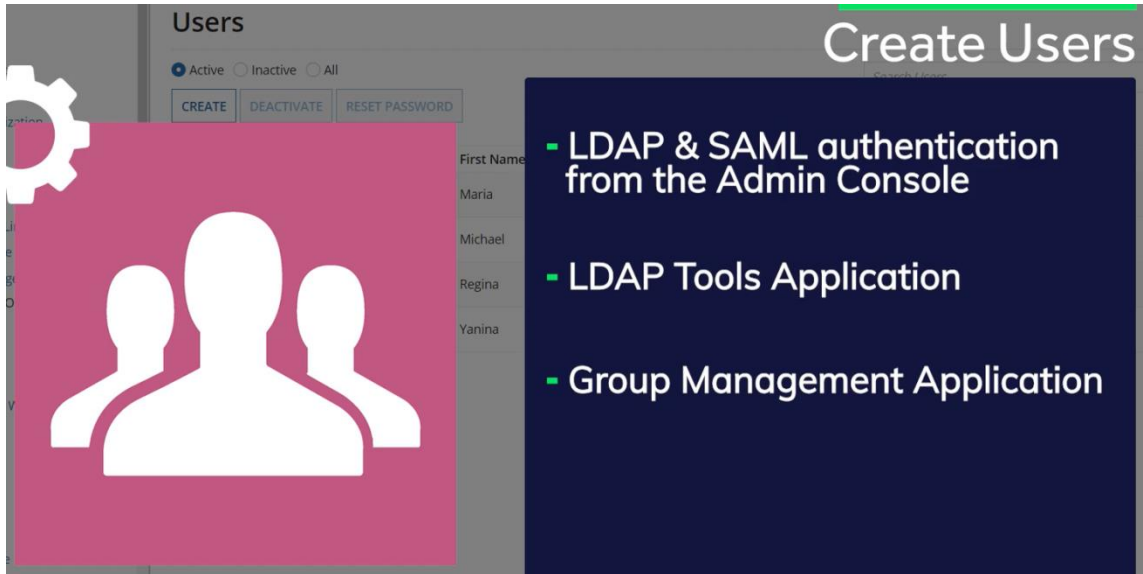
2. To give them access, we need to **add them to groups**.



3. We can transform a basic user into a developer by adding them into the **Designers System Group**.



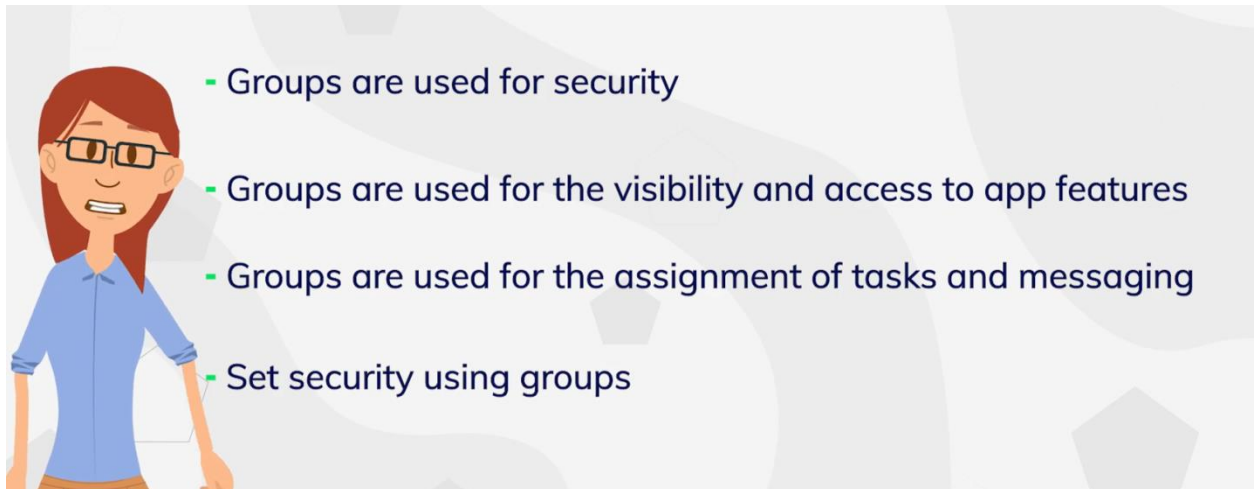
## How to create users :



The image shows a screenshot of an administrative interface titled 'Users'. It includes radio buttons for 'Active', 'Inactive', and 'All', and buttons for 'CREATE', 'DEACTIVATE', and 'RESET PASSWORD'. A table lists user names: Maria, Michael, Regina, and Yanina. A large pink square with a white gear icon and three white user silhouettes is overlaid on the left. A dark blue box on the right, titled 'Create Users', contains a list of methods.

- LDAP & SAML authentication from the Admin Console
- LDAP Tools Application
- Group Management Application

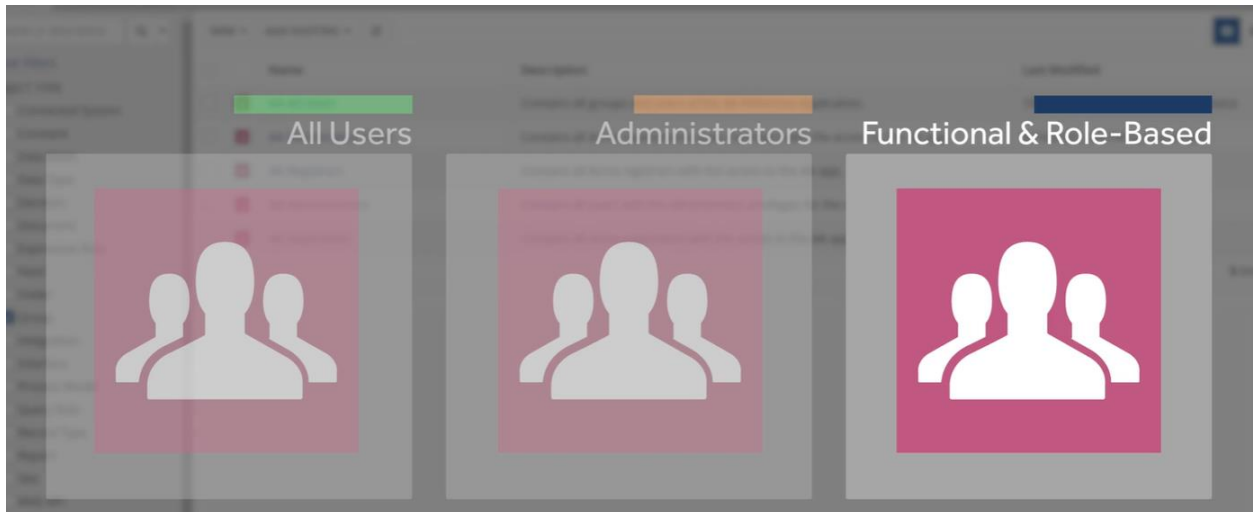
## Four reasons to create groups :



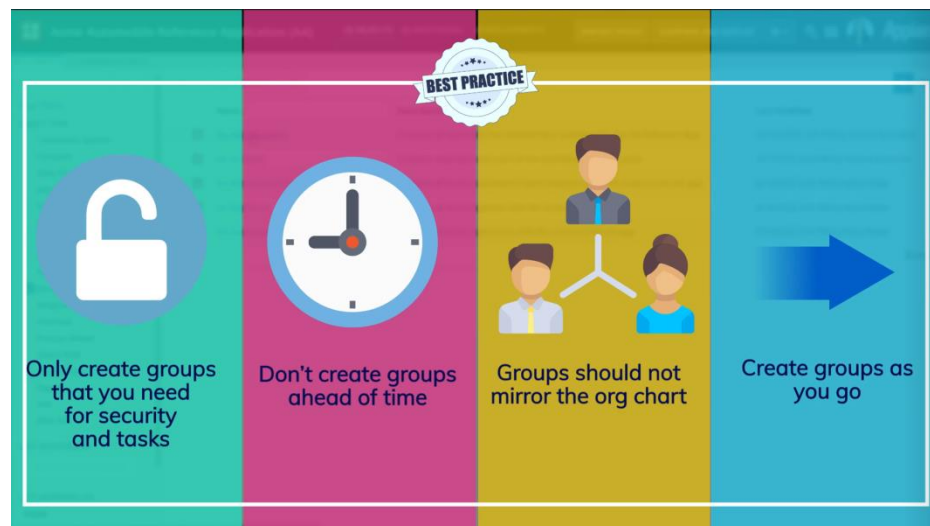
The image features a cartoon illustration of a woman with red hair and glasses, wearing a blue shirt, standing next to a list of four reasons to create groups. The background is light gray with faint gear shapes.

- Groups are used for security
- Groups are used for the visibility and access to app features
- Groups are used for the assignment of tasks and messaging
- Set security using groups

- **System Admins** : Can access the admin console.



- **Functional and Role based groups** : These are groups **created for the business users** and will differ from app to app as per requirements.



## All Users Group

- Parent group
- Contains all app groups and users
- Users added automatically






## Administrators Group

- Administer the app
- Create, modify, delete, and secure app objects

## Functional Groups

- Based on the task performed by users

Example: Annual Fleet Report Viewers

<input type="checkbox"/>	 <a href="#">AA Administrators</a>	Contains all users with the administrator privileges for the AA Reference App.	10/13/2020 1:41 PM by Yanina Quintana
<input type="checkbox"/>	 AA All Users	Contains all groups and users of the AA Reference Application.	10/7/2020 3:44 PM by Yanina Quintana
<input type="checkbox"/>	 AA Maintenance Team	Contains all Acme maintenance team members with the access to the AA app.	8/14/2020 2:06 PM by Kara Peeler
<input type="checkbox"/>	 AA Registrars	Contains all Acme registrars with the access to the AA app.	8/14/2020 2:05 PM by Kara Peeler
<input type="checkbox"/>	 AA Supervisors	Contains all Acme supervisors with the access to the AA app.	8/14/2020 2:05 PM by Kara Peeler

5 items

## How to create groups:

### Recap

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- Create All Users first. It will be the parent group.
- Create the Administrators group next, and use it to secure the All Users group.
- Other groups will inherit security from the parent All Users group.
- Do not add users to All Users.