Lesson 11 Users and Groups

11.1   Investigate users and groups

Activity

1. **Log in as Superuser with su/gw and go to the Administration tab**

2. **Find the following users and answer the questions**

   Ben White and **Bruce Baker**

   a) What Role(s) does the user have?

   b) What Groups does the user belong to?

   c) List the Producer Codes assigned to this user (either directly or indirectly).

3. **Find the following Groups and answer the questions**

   a) Sacramento Branch and Security Group Baker

   b) What is the Organization of the group?

   c) Who are the Users in the group?

   d) List the Producer Code(s) assigned to the users in the group directly.

   e) List the Producer Code(s) that can be assigned to the users in the group as additional code(s).

11.2   Add a group and users

Activity

The insurer is opening a new branch in San Diego under the Western Region group. They need to add users to the group.

1. **Create a new group named "San Diego BranchXX"**

   a) Select an appropriate Type (Branch Office) and a Security Zone (Western Region).

2. **Add the following users to the new group**

   Note: These users exist in your sample data and should be used in this lab.

   o   A manager (ssmith)

   o   A group member (aapplegate)

   o   A group member (bbaker)