

Users and Tasks in ProcessMaker

User Management

- **Users:** Create, update and delete users in the system.
- **Groups:** Easy way to assign tasks and processes to a *set* of users.
- **Departments:** Replicate hierarchical structure in PM.
 - A user can belong to only **one** department.
- **Roles:** Users can have only one role in PM, which controls what a user can do within a process. Default role is Operator (log in and run cases).

Assigning users to tasks

- It is best practice to assign groups to tasks, rather than individual users.
- During migration, user assignments are discarded, but group assignments are preserved.
- On a new PM instance, users are assigned to groups, and there is no need to assign to a task again.

Assigning users to tasks (2)

- Cyclical assignment
- Manual assignment
- Value-Based Assignment
 - If a case needs to be approved by different managers.
- Reports To
- Self-Service
- Self-Service Value-Based Assignment