

# User Assignment Report: Project Team Group

## 1. Objective :

The objective of this task was to populate the newly created **project team** group by assigning individual user profiles as active members. This ensures that group-level permissions and roles are correctly inherited by the designated users.

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## 2. Configuration Steps Followed :

The assignment process was completed using the following administrative workflow within ServiceNow:

- **Group Navigation:** Accessed the system and navigated to **All > System Security > Groups**.
  - **Record Selection:** Opened the specific group record named **project team**.
  - **Member Management:** Navigated to the **Group Members** related list at the bottom of the group form.
  - **Editing List:** Clicked the **Edit...** button to open the slushbucket interface for member selection.
  - **User Selection:** Filtered and selected **alice p** and **bob p** from the collection of available users.
  - **Finalization:** Moved the users to the "Group Members List" and clicked **Save**.
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## 3. Assignment Details :

The following users have been successfully linked to the group:

User Name	Status in Group	Assignment Date
alice p	Active Member	2026-02-14
bob p	Active Member	2026-02-14

#### 4. Verification and Summary :

- **Confirmation:** The **Group Members** tab for the "project team" now correctly displays a count of **(2)**.
- **Inheritance:** Any roles currently assigned to the "project team" group (such as *project member* or *team member*) are now automatically inherited by Alice and Bob.
- **Project Readiness:** The users are now fully integrated into the project's security structure and are ready to begin tasks within the platform.

The screenshot shows the ServiceNow interface for configuring a group named "project team". The top navigation bar includes "servicenow", "All", "Favorites", "History", "Workspaces", and a search bar. The main header shows "Group - project team" with a star icon. Below this, there are fields for "Name" (project team), "Group email", "Manager", "Parent", and "Description". There are "Update" and "Delete" buttons. Below the form, there are tabs for "Roles", "Group Members (2)", and "Groups". The "Group Members (2)" tab is active, showing a list of users: "alice p" and "Bob p". The list has a search bar and a "User" dropdown. At the bottom, there is a pagination bar showing "1 to 2 of 2".

servicenow All Favorites History Workspaces Group - project team Search

Group project team Update Delete

Name: project team Group email: Manager: Parent: Description:

Update Delete

Roles Group Members (2) Groups

User Search Actions on selected rows... New Edit...

Group = project team

User

alice p

Bob p

1 to 2 of 2