



Create User Group

Background: To allow for easy maintenance - in a multi-facility environment, establish user groups security at the top level. Once you have created Groups you can efficiently assign multiple users to groups.

Notice: This functionality may not be available to all users. Contact your system administrator if you have additional questions.

To Do and Notice:

Create Group

1. Navigate to and click on **Security Administration**.
2. Navigate to **System Groups** and click on **Create Group**.
3. Type the name of the user group in the **Name** field.

Notice: The **Active** box will be checked by default.

4. Check the box(es) below as applicable **not required:*

Notice: System Administrator and Security Administrator should be granted at the User level by corporate, with only a select few users receiving this access.

- a. System Administrator – grants access to **Administration**, allowing management of accounts and facilities as well as Security Administrator permissions
- b. Security Administrator – grants access to manage user creation and access
- c. Corporate User – utilized, for tracking/billing purposes
- d. Enable Unit Security – allows security for the units within the facility

5. Click **Done**.

Notice: To edit this group in the future, go to **Security Administration>System Groups>Edit Group Information**.

See reverse side to Edit Group Privileges

Edit Group Privileges

1. Navigate to and click on **Security Administration**.
2. Navigate to **System Groups** and click on **Edit Group Privileges**.
3. Ensure that the **Selected Application** is **NetMenu®**.
4. Choose the desired group from the **Selected Group** drop-down list.
5. Click the **Enabled** box next to each appropriate **Option Name**.

Notice: The **Visible** option does not currently control system access.

Click **Reset Privileges** to restore full privileges to the selected group.

Click **Clear All** to clear out all prior privileges defined.

Use the blue arrow in the upper right-hand corner to go to the next page.

6. Click **Save**.
7. Click **Done**.

Notice: To edit Group Privileges in the future, go to **Security Administration>System User>Edit Group Privileges**.

So What? User groups can be created based on roles, responsibilities, and functions.
