

Add Users to and Remove Users From Multiple Groups

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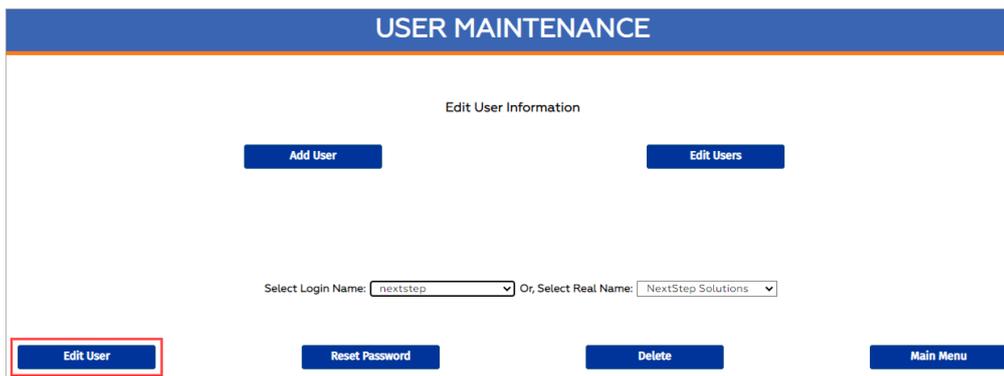
Path: Navigation Menu > Maintain Users

About

You can simply add users to a Group one at a time through Group Notes. However, if you are looking to add a user to multiple Groups at once, this can be accomplished in Maintain Users. This functionality helps reduce the amount of time your staff may spend navigating to Group Notes to add themselves or others to Groups.

Add a User to a Group or Groups

1. Navigate to Maintain Users by following the path above.
2. Click the **Edit Users** button.
3. Select the user from the **Select Login Name** or **Select Real Name** drop-down menus.
4. Click the **Edit User** button.



5. Scroll down to the Groups section and select **Add** next to the Group(s) you want to add the user to.

GROUPS	
Name	↑
Art Therapy M-F,	Remove
Family Empowerment T/Th	Add



Note: The Groups displayed are associated with the Locations this particular user has access to.

6. Click the **Update** button.

Remove a User from a Group or Groups

1. Navigate to Maintain Users following the path above.
2. Click the **Edit Users** button.
3. Select the user from the **Select Login Name** or **Select Real Name** drop-down menus.
4. Click the **Edit User** button.

5. Scroll down to the Groups section and select **Remove** next to the Group(s) you remove the user from.
6. A pop-up is displayed, "Are you sure you want to delete this record?" Click **Yes** to remove the user from the Group.

Are you sure you want to delete this record?

Note: If you click Yes but this user is the last user associated with a particular group, the user will not be removed and the following message is displayed:



GROUPS	
Name	
Cannot remove last user from group.	

7. Click the **Update** button.