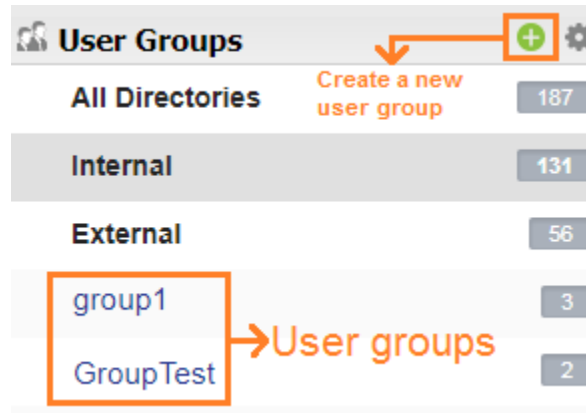


# Managing user groups

A user group is created for grouping users into different category groups. You can assign role assignments to all users in a user group. The user group's members will take up the roles and assignments including the scope that has been assigned to the user group. You can create a user group, update information as well as assign role assignments to the user group once, and they will be assigned to the members of the user group.

You can [create](#), [import](#), [update](#), or [delete](#) a user group. When you import a user group from an LDAP server, TWCloud imports the user group as an external user group, and every user belongs in it as an external user. You can resynchronize the external user group to update its information with the one in the LDAP server.

You can see both external and internal user groups (written in blue) on the **User Management** page (see the following figure).



The User Groups on the User Management page.

- [Creating a user group](#)
- [Importing a user group](#)
- [Editing user group information](#)

Clicking a user group name opens the **User Group detail** page where you can see the type of the user group (external or internal), the name and description, and the users or members in the user group (see the following figures).

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## User Group detail

[Delete](#)

Type:

Internal





Name: \*

TWCloud

Description:

[+ Add member](#)

Member(s):

Username ▲	Full Name	
 apollonian	Ben	
 Arya	Arya Stark	
<input type="text"/>		

Save

The User Group details page of an internal user group.

[Back](#)

## User Group detail

[Resynchronize](#) [Delete](#)

Type:

External




Name:<sup>\*</sup>

group1

Description:

group1 descriptions

Member(s):

Username ▲	Full Name
 batt	batt
 tester	Bates
 tester	Best

Save

The User Group detail page of an external user group.

## Creating a user group

A user group is used for collecting users to whom you want to give the same role assignments. It relatively is easy to manage role assignments for every user in the user group.



### Note

Internal user groups can be created and handled by TWCloud, but external user groups are imported from LDAP server, and for updating their information, re-synchronizing is the only way to do that.

The **Create a new User Group** page opens once you click the User Groups pane on the **User Management** page. The **Name** text box is mandatory. The new user group will appear on the **User Management** page.

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Create a new User Group

Type:Internal

Name:\*

Description:

Add member

Member(s):

Username

Full Name

No member in the group.

Create

Role Assignments

Use this panel to assign a role to the user group. You can also specify a custom scope for each of the assigned resource-specific role.

Copy Assignments From:Enter username or group name...

Assign	Role	Scope	Custom Scope:
<input type="checkbox"/>	Administer Resources	<input type="radio"/> Global <input checked="" type="radio"/> Custom	<div><div>Name</div><div>Type</div><div>No Selected Role.</div></div>
<input type="checkbox"/>	Edit Resource Properties	<input type="radio"/> Global <input checked="" type="radio"/> Custom	
<input type="checkbox"/>	Edit Resources	<input type="radio"/> Global <input checked="" type="radio"/> Custom	
<input type="checkbox"/>	Manage Model Permissions	<input type="radio"/> Global <input checked="" type="radio"/> Custom	
<input type="checkbox"/>	Manage Owned Resource Access Right	<input type="radio"/> Global <input checked="" type="radio"/> Custom	
<input type="checkbox"/>	Read Resources	<input type="radio"/> Global <input checked="" type="radio"/> Custom	
<input type="checkbox"/>	Release Resource Locks	<input type="radio"/> Global <input checked="" type="radio"/> Custom	
<input type="checkbox"/>	Remove Resource	<input type="radio"/> Global <input checked="" type="radio"/> Custom	
<input type="checkbox"/>	Resource Contributor <small>Resource-specific role. Users who are assigned to this role can modify content of selected resource.</small>	<input type="radio"/> Global <input checked="" type="radio"/> Custom	

Page 0 of 0

No Resource to display.

Display 50 row(s) per page

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The Create a New User Group page.

When creating a user group, you add selected users to the group (external or internal users) by using the **Add Members** dialog and assign the same assignments to every member in the group.

The Add Members dialog to add users to the user group.

To create an internal user group

1. Click (Create new User Group) on the **User Management** page to create a new user group.
2. Name and add a description of the user group.
3. Click Add member to open the **Add Members** dialog will open.
4. Select one or more users. To select multiple users, hold **Ctrl** button and click the usernames, and click to add the selected users to the user group.
5. You can assign roles to the newly created user group by selecting them from the **Role Assignments** section. To see detailed instructions (to assign a role while creating a new user), open the [Assigning roles](#) page.
6. Click to save the information and create the user group. You can see the new user group on the **User Management** page.

## Importing a user group

You can import a user group from an LDAP server. An imported user group is an external user group and its information is retrieved from the LDAP server. When you import an external user group, TWCloud imports all members in the user group as external users.

**Note**  
If the imported user already exists in TWCloud, the existing user will be automatically assigned to the external user group.

To import an external user group

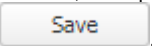
1. Click (Manage LDAP directories) on the **User Management** page to open the **LDAP User Directories** page will open.
2. Click in the **Action** column of a selected LDAP server to open the **Import LDAP users and groups** page.
3. Enter a query to search a user group in **Query:** Search by username or group name. All matching external user groups will appear.
4. Select user groups that have not been imported yet.
5. Assign roles using the **Role Assignments** section (if needed).
6. Click .

## Editing user group information

You can edit information in an internal user group in TWCloud but you cannot edit an external user group directly in TWCloud. You can only assign roles to the external users in the external user group in TWCloud. You can, however, update the external user group information with the one in the LDAP server by clicking the [Resynchronize](#) button.

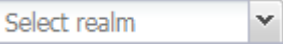
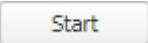
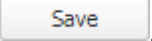
To edit an internal user group information

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1. Click a user group name on the **User Management** page to open the **User Group detail** page.
2. Edit the name, description, or add or delete the members or the role assignments.
3. Click .

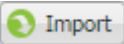

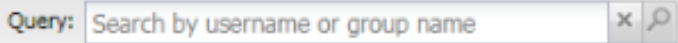

To edit an external user group information

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1. Click a user group name on the **User Management** page to open the **User Group detail** page.
2. You can edit the external users' role assignments.
3. Click [Resynchronize](#) to open the **Resynchronize** dialog.
4. Select an LDAP realm from . All external user groups belong in the selected realm will appear.
5. Select an external user group.
6. Click  to update the external user group in TWCloud with the latest information of the selected user group in the LDAP realm.
7. Click .

To re-synchronize multiple external user groups

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1. Click  either on the **User Management** page or in the Action column of the **LDAP User Directories** page.
2. Select the LDAP realm from the  on the **Import LDAP users and groups** page..
3. Enter a query to search a user group in . All matching external user groups will appear.
4. Select the imported user groups.
5. Click  to resynchronize the selected user groups in TWCloud with those in the selected LDAP realm.

To delete a user group

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1. Click the user group name on the **User Management** page to open the **User Group detail** page.
2. Click [Delete](#).
3. Click .

#### Related pages

- [Managing roles](#)
- [Assigning roles](#)