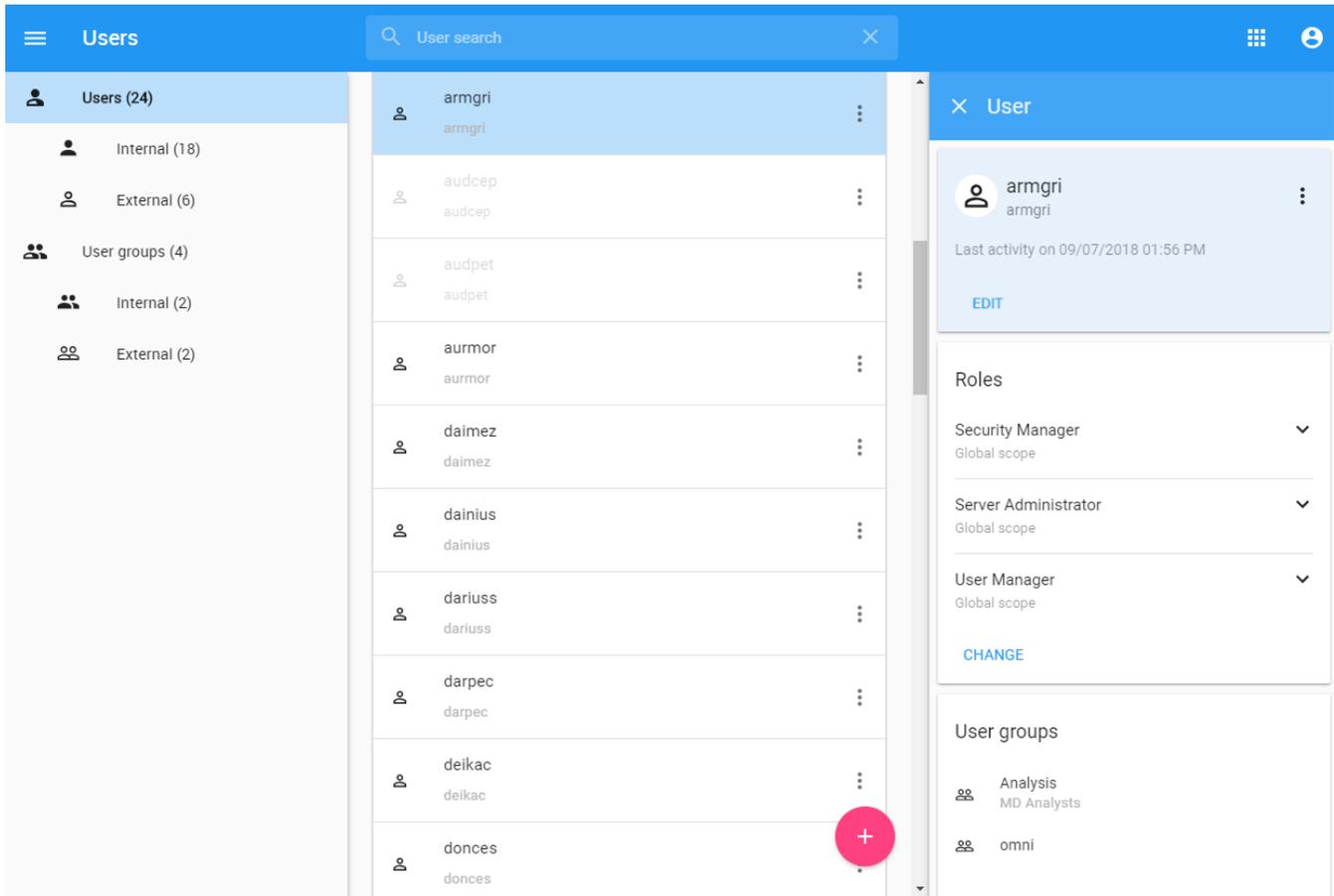


# Users application structure

The **User application** contains a list of all TWCloud Admin users, including usernames, full names, last activity, and login status (**Enable** or **Disable**).



To open Users application

- Click  and select **Users** application.

Only authorized users are able to view all users in the TWCloud system. There are individual users and user groups in TWCloud, which are classified as external/internal users and external/internal user groups. External users or user groups are imported from external LDAP servers. Internal users or user groups are created in TWCloud.

The Users application allows you to:

- Create new users.
- Import users. (Note that the **Import** button will be the only visible button unless you have the required permissions.)
- Create new internal user groups.
- Import external user groups.
- Disable or enable users' login access.
- Search for users and groups.
- View a user's information, including the profile and the role(s) and assigned resource(s).
- Manage user directories.
- Change or reset users' passwords.
- Manage locked elements.

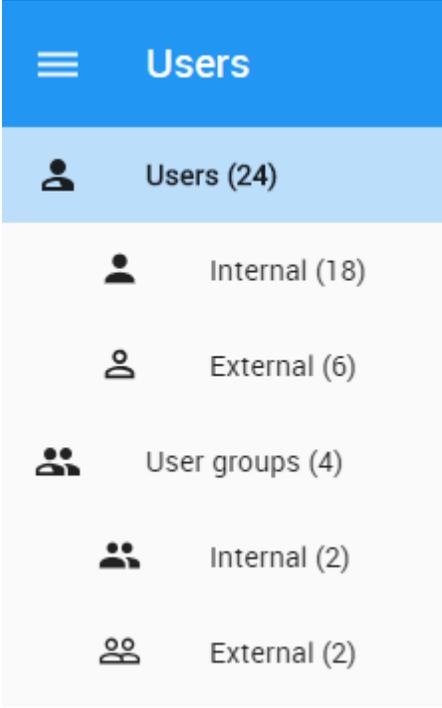
 Only a User Manager can create a new user and/or change a user's password.

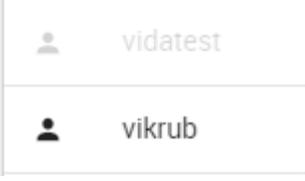


Tip

You can also enable or disable user login access on the **User** pane. The **User** pane is accessible by clicking the username on the **User** application.

The table below describes the UI components in the **User** application.

UI Components	Description
	<p>The left side menu filters internal and external users/groups. Numbers next to each filter name show how many internal/external users/user groups there are.</p>
	<p>Internal users/groups can be distinguished from external users/groups by different icons:</p> <ul style="list-style-type: none"> <li>• Internal users </li> <li>• External users </li> <li>• Internal groups </li> <li>• External groups </li> </ul> <p>Multiple selections are activated when you click these icons. Multiple selections allow you to select several users and add them to a group or copy a role assignment from another user. When using multiple selections in a groups section, you can select more than one group and delete them instantly.</p>
<p><b>Name column</b></p>	<p>This column shows a username or group name. You can sort internal and external users by clicking this column name (<b>Username</b> ↑). Users will be sorted alphabetically ascending /descending. However, groups cannot be sorted.</p>
<p><b>Full Name or Description column</b></p>	<p>This column shows the full name of a user. When creating a new user, you may type the full name or leave it blank (optional). If it is a group, you can add a short group description.</p>
<p><b>Last Activity Date column</b></p>	<p>This column shows the time and date of the user's last activity on TWCloud. The time-date format is <b>DD/MM/YYYY HH:MM</b>. This data appears only for users, and will not be shown when viewing group information. Internal and external users can be sorted by clicking this column name (<b>Last activity date</b> ↓). Users will be sorted by the last activity date ascending/descending. However, groups cannot be sorted.</p>

	<p>Different user colors show the user status in TWCloud Admin:</p> <ul style="list-style-type: none"> <li>• A grey-colored user indicates that the user is disabled and not allowed to log into TWCloud Admin and TWCloud in MagicDraw.</li> <li>• A black-colored user indicates that the user is enabled and they can use their user account (username and password) to log into TWCloud Admin.</li> </ul>
<p><b>Actions column</b></p>	<p>Click the  button and select to hide disabled users. Only active users will be shown in the data table. This button does not work when you use multiple selections.</p> <p>The  button in the <b>Action</b> column activates a drop-down menu, which allows you to edit user information and change the user login access (enable or disable).</p>
	<p>The <b>Add</b> button opens the <b>Create User/Group</b> pane, which allows you to create a new user /group. See <a href="#">Managing user groups</a> for more information.</p>
<p><b>Search bar</b></p>	<p>You can use this search box to find a username by typing a keyword. TWCloud Admin will run the search and find matching usernames.</p>

## User group

A user group groups users and gives the same role assignments to the users (members) in the same group. When you create a user group and assign role assignments (including the scope), you assign them to all of the members in the user group. You can update information and delete a user group. You can also [import](#) a user group from an LDAP server as an external user group. All members of the user group will be imported to Teamwork Cloud (TWCloud) as external users as well. To update the information for an external user group in TWCloud, you must resynchronize it with that of the LDAP server.

The **Search by username** textbox (see the following figure) on the **User** application allows you to search for a user by username or keyword. You can type any alphabetic character, numeric value, or symbol (such as @, &, or #), or a combination of them in the search box. The search is not case-sensitive. By default, the search result will return all usernames that match the keyword or letter(s) entered and display them on the page.



### Tip

Alternatively, you can use the multi-type search textbook on the uppermost part of every page that you open. By default, the search results will return all matching keywords or names entered. However, if you want to search for a particular user, you can select a type qualifier to restrict search results to

### Related pages

- [Creating user and user groups](#)
- [Importing users and groups](#)
- [Viewing and editing user details](#)
- [Converting users to internal or external](#)
- [Copying roles and assignments from another user](#)
- [Viewing user role assignment](#)