Importing users and groups from LDAP

You can import users and groups after all LDAP server configuration is completed. TWCloud importing also works as a user synchronization mechanism. Existing users will only be synchronized and new users in the TWCloud Admin will be imported. You can see user data in the **Users application** before choosing to import users. This importing and synchronization mechanism applies to groups as well. Data, including full name, phone, email, and department, will be synchronized.

To import/synchronize users and groups

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1. On the selected LDAP server card click the **Import** button. The **Import LDAP user/group** pane opens.
2. Query all users/groups or specific users/groups and select them.
3. Click the  button. New users/groups will be imported or existing users/groups will be synchronized. The existing user information will be updated but the role assignment stays the same.

You can assign roles in the same pane, while selecting users and groups to be imported.

To assign a role from one user/group to another

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1. On the **Import LDAP user/group** pane, next to **Role assignments**, click **Set Roles**.
2. In the **Set roles** pane, type a role name in the search bar.
3. Select a role. If it is a custom role, specify scope.
4. Click the **Save** button to save the changes.

To copy assignment(s) from one user/group to another

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1. On the **Import LDAP user/group** pane, next to **Role assignments**, click **Set Roles**.
2. In the **Set roles** pane, type a username whose assignments you want to copy in the search bar.
3. Select a user/group. The assignments associated with the selected user/group will appear.
4. Click the **Save** button to save the changes. The selected assignments will be assigned to the target user/group.