


Users application structure

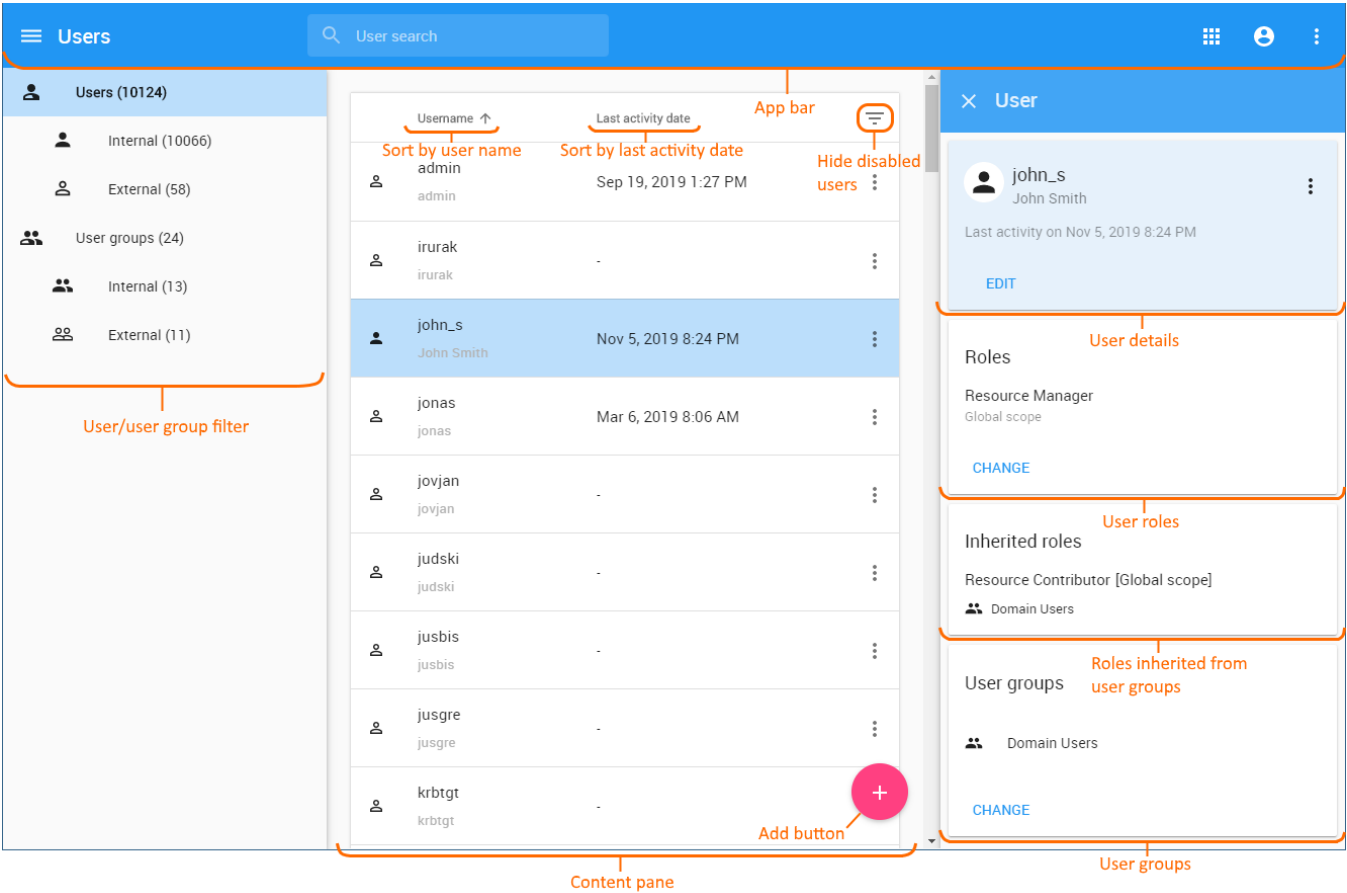
The **Users application** contains a list of all users and user groups. Information about them includes usernames (or group names), full names, last activity, and login status (**Enable** or **Disable**).

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

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. You can learn more about internal and external users in the section user categories, and internal and external user groups in the section [Managing user groups](#).

To open Users application

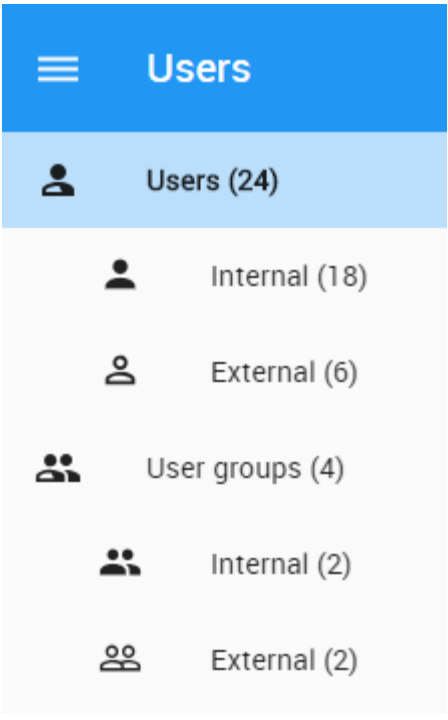




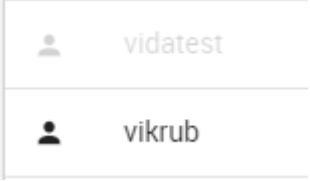



- Click  and select **Users** application.



Users application structure.

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

UI Components	Description
App bar	Learn more about app bar here >>

	<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. Internal users/groups can be distinguished from external users/groups by different icons:</p> <ul style="list-style-type: none">  - Internal users  - External users  - Internal groups  - External groups
Name column	<p>This column shows a username or group name. You can sort internal and external users by clicking this column name (Username ↑). Users will be sorted alphabetically ascending /descending. Learn more about sorting users and groups here >></p>
Full Name or Description column	<p>This column shows a user's full name. 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>
Last Activity Date column	<p>This column shows the time and date of the user's last activity on TWCloud. The time-date format is DD/MM/YYYY HH:MM. 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 (Last activity date ↓). Users will be sorted by last activity date ascending /descending. However, groups cannot be sorted. Learn more about sorting users and groups here >></p>
	<p>Different user colors show the user status in TWCloud Admin:</p> <ul style="list-style-type: none"> A grey-colored user indicates that the user is disabled and not allowed to log into TWCloud Admin and TWCloud in MagicDraw. A black-colored user indicates that the user is enabled and can use his user account (username and password) to log into TWCloud Admin. <p>Learn more about enabling and disabling users here >></p>
	<p>Hide disabled users. Learn more about filtering disabled users here >></p>
	<p>The drop-down menu, which allows you to edit a user's information and change the user's login access (enable or disable).</p>
	<p>The Add button opens the Create User/Group pane, which allows you to create a new user /group. See Managing user groups for more information.</p>

User group

A user groups group users and gives the same role assignments to the users 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](#)
- [Managing users](#)
- [Converting users to internal or external](#)
- [Copying roles and assignments](#)
- [Managing user roles and assignments](#)