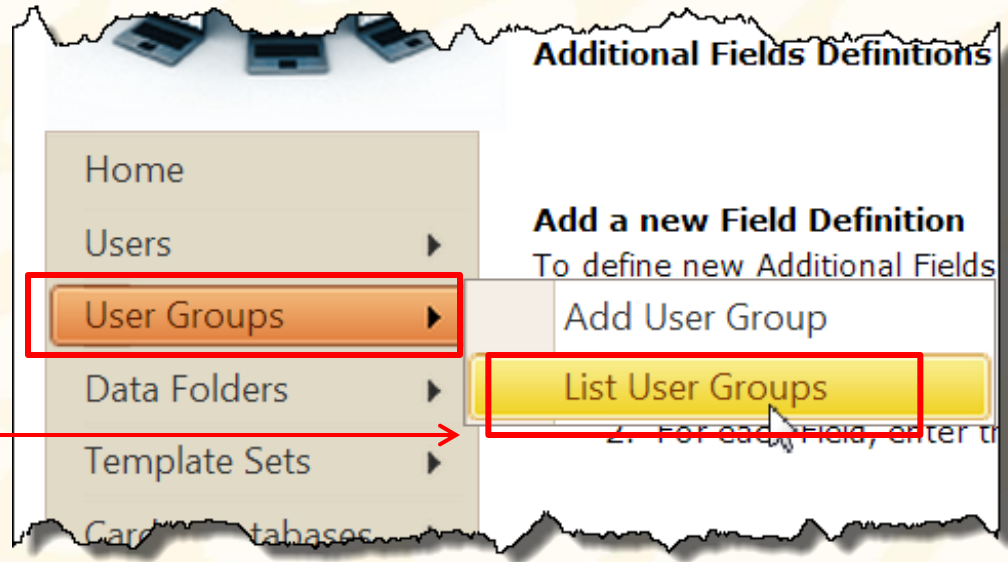




Adding Users to a User Group

Adding Users to a User Group

1. Log into your PointCentral Administration site.
2. From the left Navigation Menu, go to **User Groups**, then **List User Group**.



Adding Users to a User Group

3. On this page you can see a list of **User Groups**. Click **Edit** to edit the group or user memberships in the group. Click on **Delete** to delete a user group. (This does not delete the users.)

PointCentral List User Groups

On this page you can see a list of User Groups. Click **Edit** to edit the group or user memberships in the group. Click on **Delete** to delete a user group. Add user groups on the [Add User Group](#) page.

User Group Name	Edit	Delete
Managers (Data Folders Group)	Edit	Delete
Originators (Data Folders Group)	Edit	Delete
Processors (Data Folders Group)	Edit	Delete
Template Managers (Template Group Only Read/Write Access)	Edit	Delete
Template Users (Template Group Only Read Access)	Edit	Delete

Adding Users to a User Group



4. From the **Edit User Group** window, click **Add Other User(s)**

PointCentral Edit User Group

Edit User Group

Group Name:

Notes:

Users
The current user group memberships are shown below. Remove a user from the user group by clicking on **Remove**. Click on **Add Other User(s)** to add users to this user group.

1

User ID	Full Name	Edit User	Remove User From User Group
admin	admin	Edit	Remove
focusit	focusit	Edit	Remove

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5. In the window you will see a list of users, insert a check next to each user that you wish to add to the group.
6. Click **Add User(s) to Group**.

PointCentral Add User(s) to User Group

Add one or more users to the **Managers (Data Folders Group)** by selecting the User(s) and clicking the **Add User(s) to Group** button.

User ID	Full Name	<input type="checkbox"/>
LO	LO	<input checked="" type="checkbox"/>
processor	processor	<input type="checkbox"/>

Add User(s) to Group **Back**



To reference the
Calyx Knowledge Base
for this topic,
use the link below.

[Adding Users to a User Group...](#)

Helpful Links



Below are some helpful links to help you find your way around focusIT and Calyx.

Support Request Form

<http://www.focusitinc.com/submit-a-case>

or call us at (480) 346-1299 option 1 or email us at support@focusitinc.com

Other Helpful Links

- focusIT Support - <http://www.focusitinc.com/support>
- focusIT Contact Page - <http://www.focusitinc.com/ContactUs>
- focusIT Solutions Page - <http://www.focusitinc.com/solutions.html>
- focusIT Self Help Page - <http://www.focusitinc.com/selfhelp>
- Calyx Support - <http://www.calyxsupport.com/contact>
- Calyx Training - <http://www.calyxsoftware.com/support/training.asp> or <http://www.calyxsupport.com/Training>
- MyCalyx Webinar - <http://www.calyxsoftware.com/downloads/mycalyxunveiled.wmv> or <http://www.calyxsupport.com/MyCalyx>
- Calyx Knowledge Base - <http://kb.calyxsupport.com/kb>
- Calyx Message Board - <http://messageboard.calyxsupport.com>
- Calyx User Guide/ Download Page - <http://www.calyxsupport.com/downloads/index.htm>

*System questions or issues, please email : support@focusitinc.com
or call 480-346-1299 Option 1 (Hours of Operation are 7 days a week from 5:00 AM to 10:00 PM PST)*

