

How do I Add a User to a Group

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If you are the Novari Administrator please follow the steps below to add a user to a group

- 1) Navigate to the "Security" module from the main page of the application
- 2) Click on "User and Group Management"
- 3) Click "Add User to a Group"
- 4) Use the drop down to select the user
- 5) Check the box (or boxes if adding to multiple groups) next to the groups you wish to add the user to
- 6) Scroll down to the bottom of the page and click "Submit"

- Please note the user will have to log out and log back in for any group or permission changes to take effect

For more information on managing users and groups, please refer to [Novari ATC Administrator, Security and Administrative Reports User Guide](#).