

# USER INSTRUCTION SHEET

## Change Group Membership

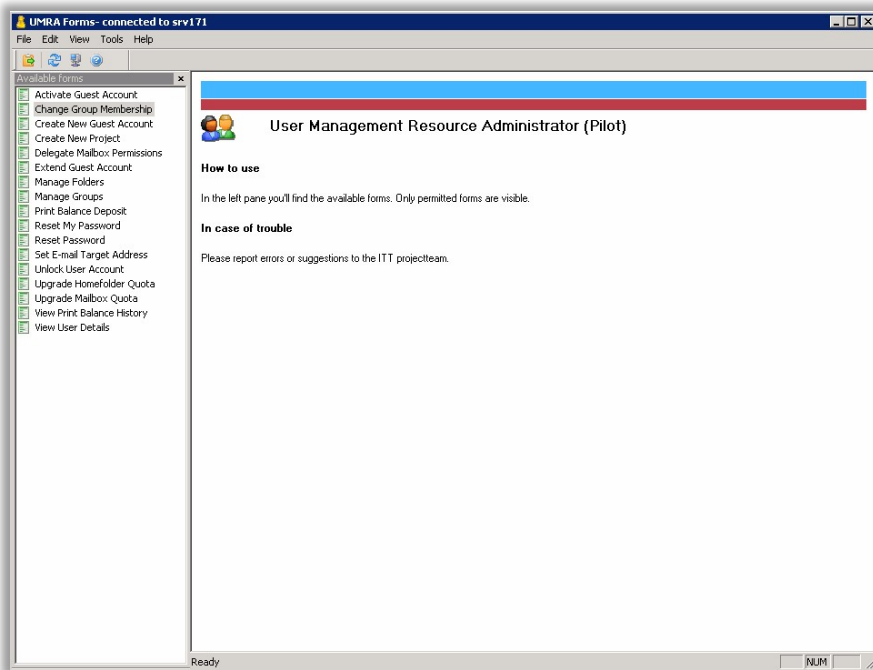
This manual provides instructions on how to change the group membership of groups that you administer by using the UMRA Form **Change Group Membership**. To administer groups for your department or section you must be member of the ...-**GroupAdmins** group, for example: TNW-DCT-CE-GroupAdmins.

Start the **UMRA Forms** application by double clicking the shortcut on your desktop.



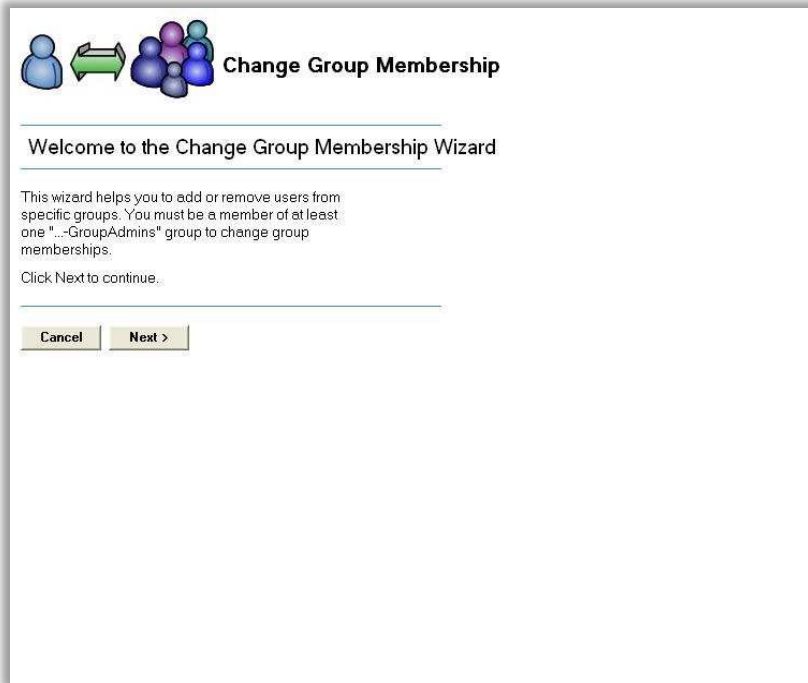
In the left pane you'll find all the Forms that are available to you.




Click on **Change Group Membership** to load the form.



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   **Change Group Membership**

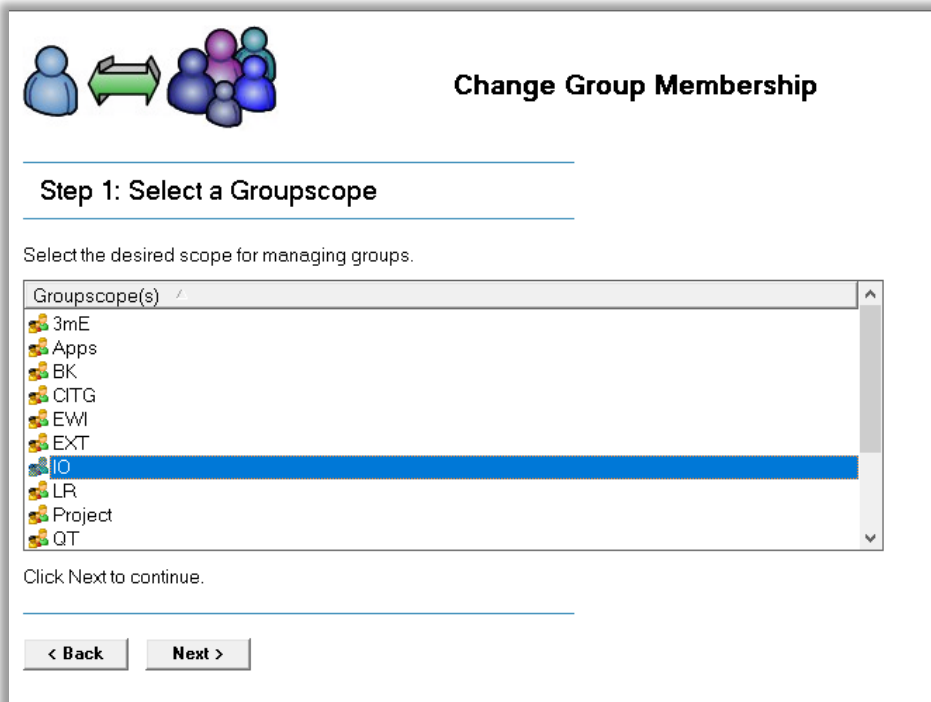
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
Welcome to the Change Group Membership Wizard

This wizard helps you to add or remove users from specific groups. You must be a member of at least one "...GroupAdmins" group to change group memberships.

Click Next to continue.

Click on the **Next** button to continue.













   **Change Group Membership**

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**Step 1: Select a Groupscope**

Select the desired scope for managing groups.

Groupscope(s) /

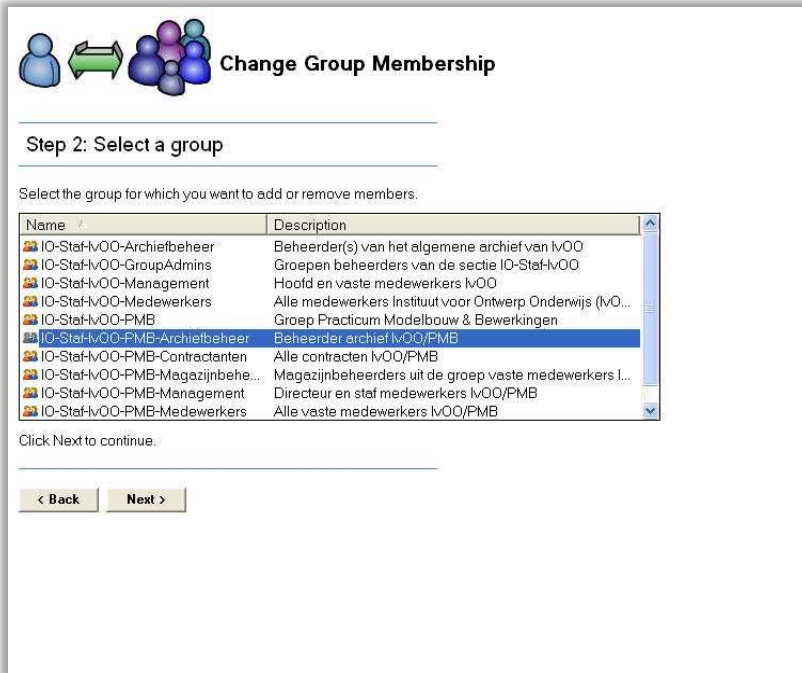
-  3mE
-  Apps
-  BK
-  CITG
-  EWI
-  EXT
-  **IO**
-  LR
-  Project
-  QT

Click Next to continue.

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Select the desired group scope and click on the **Next** button.



**Change Group Membership**

Step 2: Select a group

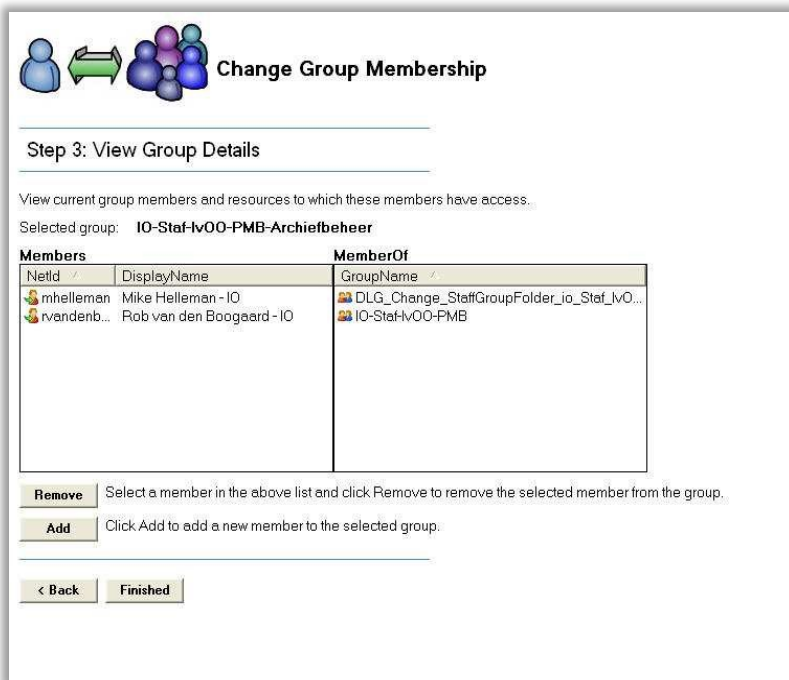
Select the group for which you want to add or remove members.

Name	Description
IO-StafV00-Archiefbeheer	Beheerder(s) van het algemene archief van IvOO
IO-StafV00-GroupAdmins	Groepen beheerders van de sectie IO-StafV00
IO-StafV00-Management	Hoofd en vaste medewerkers IvOO
IO-StafV00-Medewerkers	Alle medewerkers Instituut voor Ontwerp Onderwijs (IvO...
IO-StafV00-PMB	Groep Practicum Modelbouw & Bewerkingen
IO-StafV00-PMB-Archiefbeheer	Beheerder archief IvOO/PMB
IO-StafV00-PMB-Contractanten	Alle contracten IvOO/PMB
IO-StafV00-PMB-Magazijnbehe...	Magazijnbeheerders uit de groep vaste medewerkers I...
IO-StafV00-PMB-Management	Directeur en staf medewerkers IvOO/PMB
IO-StafV00-PMB-Medewerkers	Alle vaste medewerkers IvOO/PMB

Click Next to continue.

< Back   Next >

Select the group that you would like to edit and click on the **Next** button to continue.



**Change Group Membership**

Step 3: View Group Details

View current group members and resources to which these members have access.

Selected group: IO-StafV00-PMB-Archiefbeheer

Members		MemberOf
Netid	DisplayName	GroupName
mhelleman	Mike Helleman - IO	DLG_Change_StaffGroupFolder_io_Staf_IvO...
rvandenb...	Rob van den Boogaard - IO	IO-StafV00-PMB

**Remove** Select a member in the above list and click Remove to remove the selected member from the group.

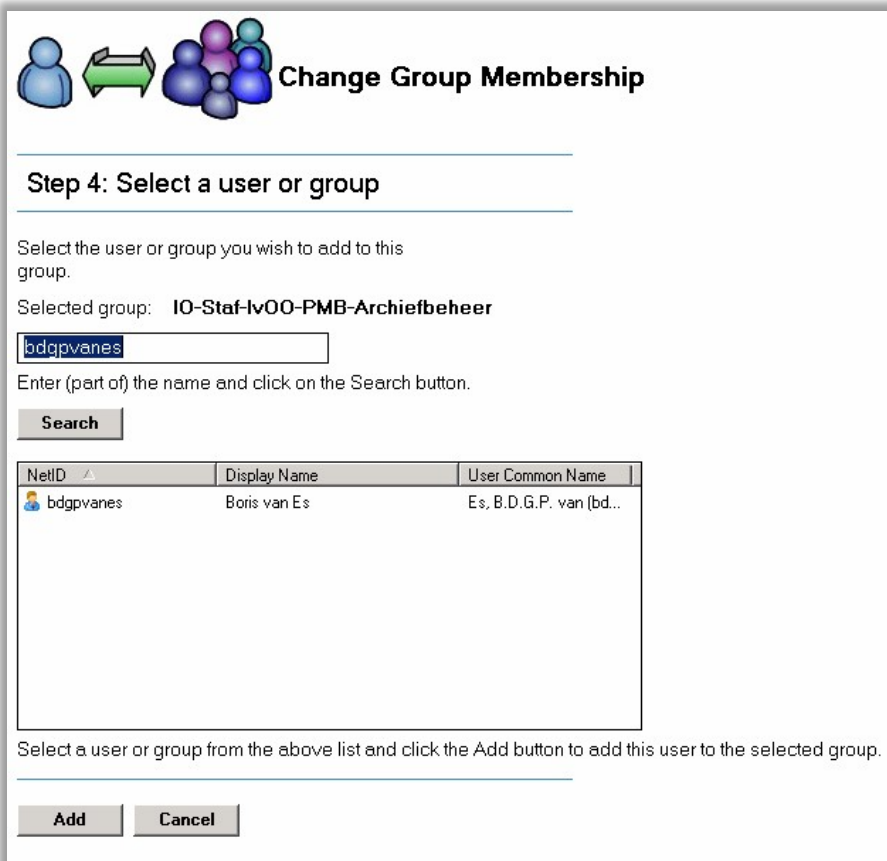
**Add** Click Add to add a new member to the selected group.

< Back   Finished

Click on the **Add** button to add a user or another group to the selected group.

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## Change Group Membership



The dialog box is titled "Change Group Membership" and features an icon of a person and a group of people with a double-headed arrow between them. Below the title, it shows "Step 4: Select a user or group". The selected group is "IO-Staf-IvOO-PMB-Archiefbeheer". A search input field contains "bdgpvanes". Below the input is a "Search" button. A table lists search results with columns for NetID, Display Name, and User Common Name. The table contains one entry for "bdgpvanes" with display name "Boris van Es" and user common name "Es, B.D.G.P. van (bd...". Below the table is an "Add" button and a "Cancel" button.


**Step 4: Select a user or group**

Select the user or group you wish to add to this group.

Selected group: **IO-Staf-IvOO-PMB-Archiefbeheer**

Enter (part of) the name and click on the Search button.

**Search**

NetID	Display Name	User Common Name
 bdgpvanes	Boris van Es	Es, B.D.G.P. van (bd...

Select a user or group from the above list and click the Add button to add this user to the selected group.

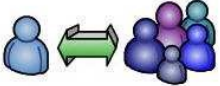
**Add** **Cancel**

Enter the name of the user or group and click on the **Search** button to lookup the account in the ADS environment. Only groups in the same scope will be displayed.

Select the user or group in the list and click on the **Add** button to add the user/group to the selected group. It is not possible to add a group to itself.

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### Change Group Membership




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Step 3: View Group Details

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View current group members and resources to which these members have access.

Selected group: **IO-Staf-Iv00-PMB-Archiefbeheer**

Members		MemberOf
NetId	DisplayName	GroupName
 bdgpv...	Boris van Es	 DLG_Change_StaffGroupFolder_io_Staf_Iv0...
 mhelleman	Mike Helleman - IO	 IO-Staf-Iv00-PMB
 rvandenb...	Rob van den Boogaard - IO	

**Remove** Select a member in the above list and click Remove to remove the selected member from the group.

**Add** Click Add to add a new member to the selected group.

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**< Back** **Finished**

Click on the **Finished** button to close the form.

To remove a user or group from the group, select the user in the list and click on the **Remove** button.

NetId	DisplayName
 bdgpv...	Boris van Es
 mhelleman	Mike Helleman - IO
 rvandenb...	Rob van den Boogaard - IO

Click on the **Finish** button to close the form.