

USER INSTRUCTION SHEET

Copy Group Membership

This manual provides instructions on how to copy group memberships from one user to another using the UMRA Form **Copy Group Membership**. This form is particularly useful for quickly giving users the same rights as a colleague.

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 **Copy Group Membership** to load the form.



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

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To be able to use the function you'll have to be a member of at least one GroupAdmin group. If you're not, you'll see the following message:



If you are, you can continue using the function.
First enter the name of the user that is to receive new group memberships.

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Enter the users' NetID or name

Enter a NetId, first name or last name and click on the Search button.
Select the user that is to receive new group memberships.

Display Name ▲	NetID	User Common Name ▲
Alexander van Schie	aafvanschie	Schie, A.A.F. van (aafvanschie)
Andre Schielen - 3ME	aschielen	Schielen, A. (aschielen)
Bas van Schie	bgcvanschie	Schie, B.G.C. van (bgcvanschie)
Bosschieter	cbosschieter	Bosschieter, C.G. (cbosschieter)
Daan van Schie	dvanschie	Schie, D.K. van (dvanschie)
Gerrit Schiereck - CITG	gschiereck	Schiereck, G.J. (gschiereck)
Han Schierbeek	hschierbeek	Schierbeek, H.M. (hschierbeek)
Jan Schiereck - TNW	jschiereck	Schiereck, J.D. (jschiereck)
Jan van Schie	jvanschie	Schie, J.H.L. van (jvanschie)
Jeroen van Schie	jschie	Schie, J.J.N. van (jschie)
Jeroen van Schieveen - 3...	jpvanschieveen	Schieveen, J.P. van (jpvanschie...)
Jorn Schiemann - BK	jschiemann	Schiemann, J.R. (jschiemann)
Kasper van Schie	kcvanschie	Schie, K.C. van (kcvanschie)
Leon van Schie	lvanschie	Schie, L.J. van (lvanschie)
Loek van Schie - EWI	avanschie	Schie, A.F.P. van (avanschie)

Select a user from the above list and click Next.

Select a user and click **Next**.

A similar screen appears. Enter the name of the reference user, the user who is already a member of the right groups.

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Enter the users' NetID or name

Enter a NetId, first name or last name and click on the Search button.
Select the user whose group memberships will be copied, the so called 'reference user'.

Display Name ▲	NetID	User Common Name
 Koen Mulderij	kmulderij	Mulderij, K.W. (kmulderij)
 Mulderij	mmulderij	Mulderij, M. (mmulderij)

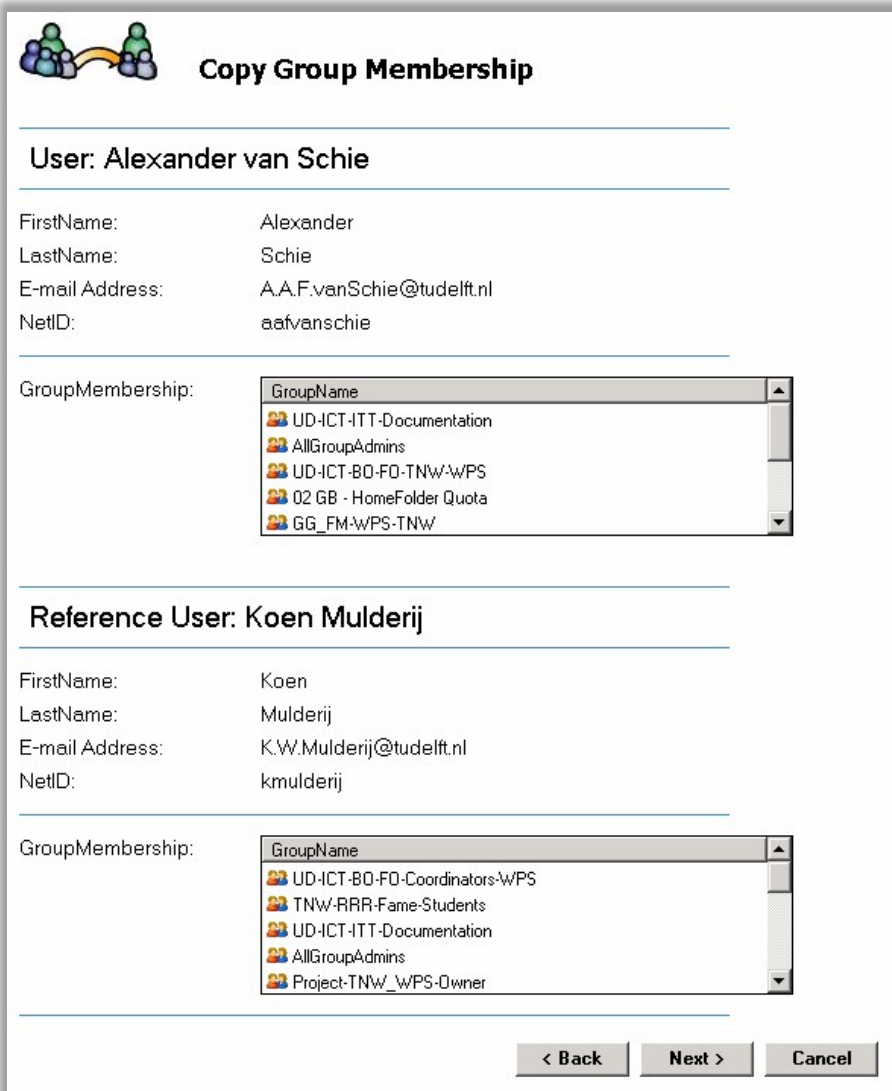
Select a user from the above list and click Next.

Select a user and click **Next**.

Name, e-mail addresses and group memberships are shown for both the user that is to receive the group memberships and the reference user.

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The image shows a 'Copy Group Membership' dialog box. It has a title bar with an icon of three people and the text 'Copy Group Membership'. The dialog is divided into two sections. The first section is for 'User: Alexander van Schie'. It lists: FirstName: Alexander, LastName: Schie, E-mail Address: A.A.F.vanSchie@tudelft.nl, and NetID: aafvanschie. Below this is a 'GroupMembership:' label and a list box containing: UD-ICT-ITT-Documentation, AllGroupAdmins, UD-ICT-BO-FO-TNW-WPS, 02 GB - HomeFolder Quota, and GG_FM-WPS-TNW. The second section is for 'Reference User: Koen Mulderij'. It lists: FirstName: Koen, LastName: Mulderij, E-mail Address: K.W.Mulderij@tudelft.nl, and NetID: kmulderij. Below this is another 'GroupMembership:' label and a list box containing: UD-ICT-BO-FO-Coordiators-WPS, TNW-RRR-Fame-Students, UD-ICT-ITT-Documentation, AllGroupAdmins, and Project-TNW_WPS-Owner. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

Copy Group Membership

User: Alexander van Schie

FirstName: Alexander
LastName: Schie
E-mail Address: A.A.F.vanSchie@tudelft.nl
NetID: aafvanschie

GroupMembership:

GroupName
UD-ICT-ITT-Documentation
AllGroupAdmins
UD-ICT-BO-FO-TNW-WPS
02 GB - HomeFolder Quota
GG_FM-WPS-TNW

Reference User: Koen Mulderij

FirstName: Koen
LastName: Mulderij
E-mail Address: K.W.Mulderij@tudelft.nl
NetID: kmulderij

GroupMembership:

GroupName
UD-ICT-BO-FO-Coordiators-WPS
TNW-RRR-Fame-Students
UD-ICT-ITT-Documentation
AllGroupAdmins
Project-TNW_WPS-Owner

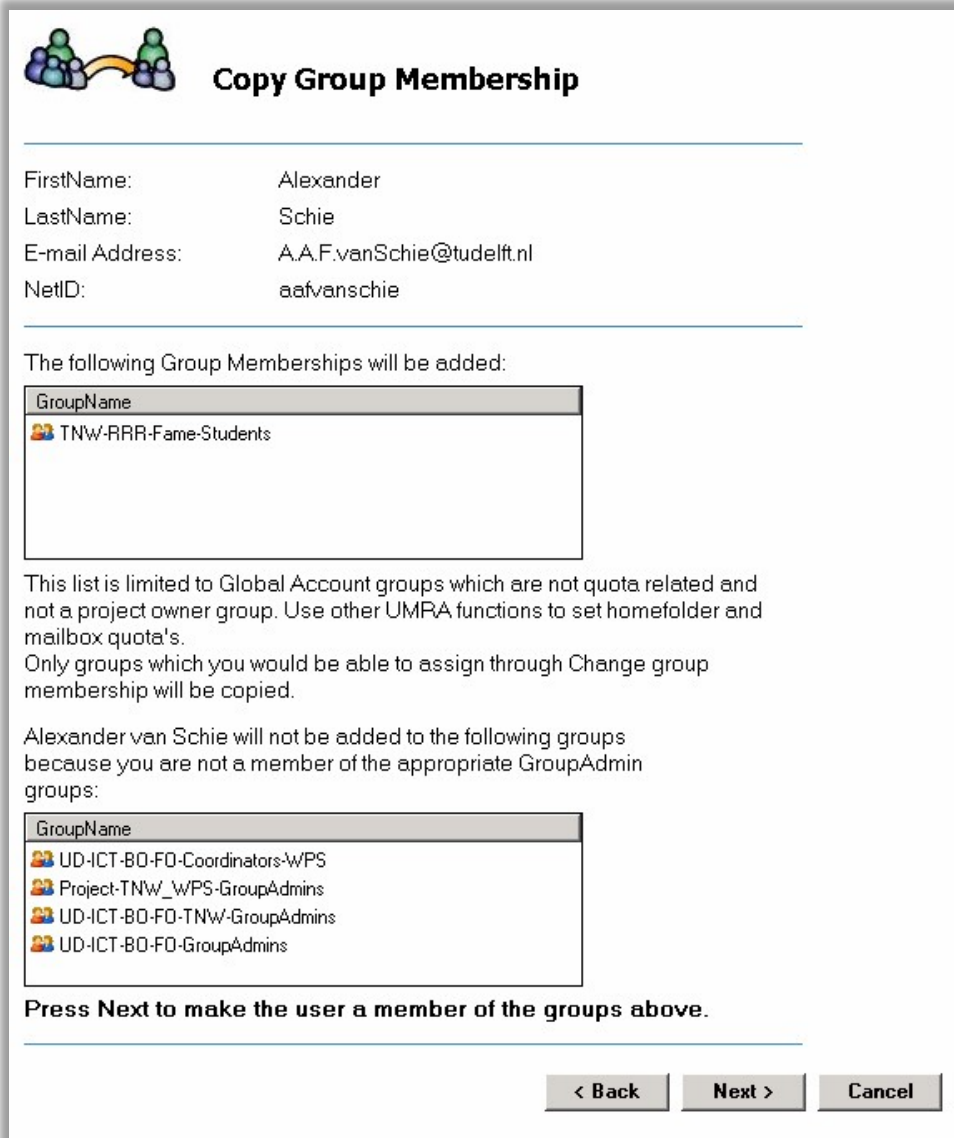
< Back Next > Cancel

It is possible to select another user by clicking **Back**.

To continue, click **Next**. No changes will be made yet, another summary screen will be shown.

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The dialog box titled "Copy Group Membership" displays user information and a list of groups to be added. The user information includes: FirstName: Alexander, LastName: Schie, E-mail Address: A.A.F.vanSchie@tudelft.nl, and NetID: aafvanschie. A list of groups to be added contains one entry: TNW-RRR-Fame-Students. Below this, a note states that the list is limited to Global Account groups which are not quota related and not a project owner group. It also mentions that Alexander van Schie will not be added to certain groups because the user is not a member of the appropriate GroupAdmin groups. A second list of groups to be excluded contains four entries: UD-ICT-BO-FD-Coordiators-WPS, Project-TNW_WPS-GroupAdmins, UD-ICT-BO-FD-TNW-GroupAdmins, and UD-ICT-BO-FD-GroupAdmins. At the bottom, there are three buttons: < Back, Next >, and Cancel.

Copy Group Membership





FirstName: Alexander
LastName: Schie
E-mail Address: A.A.F.vanSchie@tudelft.nl
NetID: aafvanschie

The following Group Memberships will be added:

GroupName
 TNW-RRR-Fame-Students

This list is limited to Global Account groups which are not quota related and not a project owner group. Use other UMRA functions to set homefolder and mailbox quota's.
Only groups which you would be able to assign through Change group membership will be copied.

Alexander van Schie will not be added to the following groups because you are not a member of the appropriate GroupAdmin groups:

GroupName
 UD-ICT-BO-FD-Coordiators-WPS
 Project-TNW_WPS-GroupAdmins
 UD-ICT-BO-FD-TNW-GroupAdmins
 UD-ICT-BO-FD-GroupAdmins

Press Next to make the user a member of the groups above.

< Back Next > Cancel

The list shown here is the actual list of groups that is added to the user account. It is determined as follows:

List of groups that the reference user is a member of

- Groups outside of the Frontoffice global account group scope - List of groups the receiving user is already a member of.
- Mailbox quota groups
- Disk quota groups
- Project owner groups
- Groups that the UMRA user (you) is not authorized to manage

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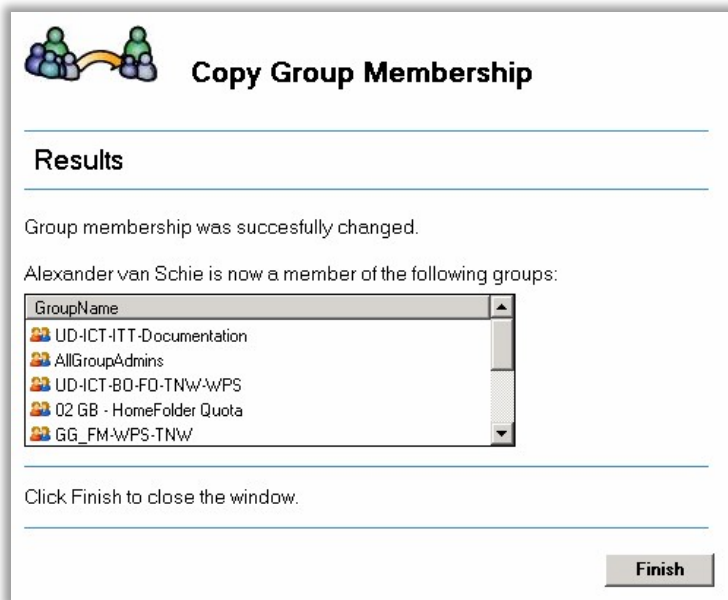
Copy Group Membership

List of groups added

The list can be short or even empty if you're not a member of the right groupadmins groups. In short: if you're not allowed to make someone a member of a group using change group membership, copy group membership won't let you do it either. These groups are shown in the second table.

To set a mailbox or homefolder quota, use the UMRA functions *Upgrade Homefolder Quota* or *Upgrade Mailbox Quota*.

When you click **Next**, the groups are added.



Click **Finish**.