

USER INSTRUCTION SHEET

Manage Groups

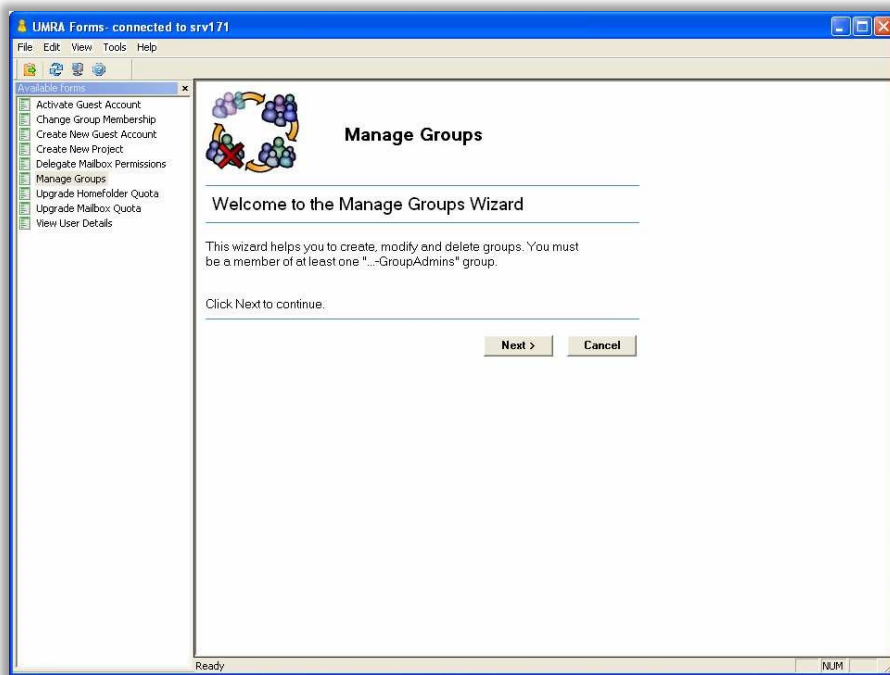
This manual provides instructions on how to manage groups (create, modify and delete) in the ADS environment by using the UMRA Form **Manage Groups**.

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 **Manage Groups** to load the form.



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

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Select group scope

You have permission to manage the following group scopes, please select a group scope and click Next to continue.


Groupscope(s)
UD-ICT-ITT

Click Next to continue.

< Back Next > Cancel

What you see is a list of so called group scopes that you're allowed to manage. Most of the time there will be just one scope visible in this window.

Select the desired scope and click **Next** to continue.



Manage Groups

Select a department/section group

Select the department/section group for which you need to manage groups, for instance TNW-BT-ENZ or IO-Staff-VOO.

Name	Description
UD-ICT-ITT	Het project ICT Transitie TU Delft
UD-ICT-ITT-AfterCare	Leden van de ITT nazorg groep
UD-ICT-ITT-Deployment	Leden van het ITT uitrol team
UD-ICT-ITT-GroupAdmins	Members are able to manage groups starting with UD-...
UD-ICT-ITT-Guests	Members are guests of department/section UD-ICT-ITT
UD-ICT-ITT-Migration	Leden van het ITT (backend) migratieteam
UD-ICT-ITT-Packaging	Leden van het ITT software packaging team
UD-ICT-ITT-SiteSurvey	Leden van het ITT inventarisatieteam
UD-ICT-ITT-Specialists	De technische specialisten van ITT project
UD-ICT-ITT-Staging Engineers	Staging Engineers for the ITT project

Click Next to continue.

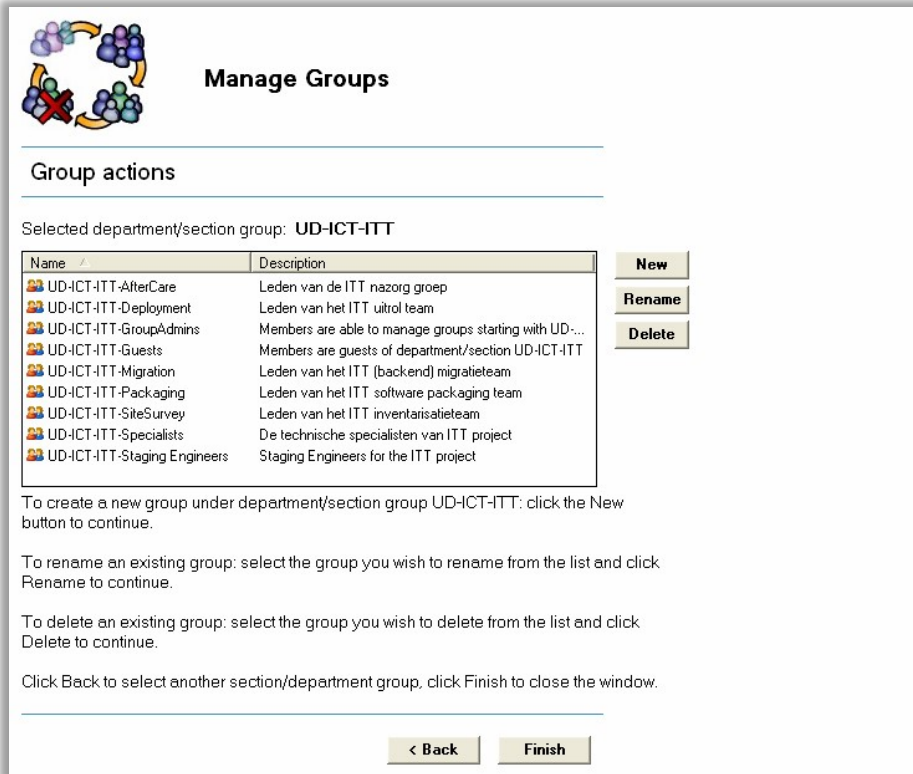
< Back Next > Cancel

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The following list shows an overview of all department/section groups that you are able to manage, you will also see the functional groups one level down the department/section groups. These groups don't have other groups as a member and therefore cannot be managed. In this example it seems that there's just one valid option to choose, group UD-ICT-ITT.

Select the desired department/section group and click **Next** continue.



Manage Groups

Group actions

Selected department/section group: UD-ICT-ITT

Name	Description
UD-ICT-ITT-AfterCare	Leden van de ITT nazorg groep
UD-ICT-ITT-Deployment	Leden van het ITT uitrol team
UD-ICT-ITT-GroupAdmins	Members are able to manage groups starting with UD-...
UD-ICT-ITT-Guests	Members are guests of department/section UD-ICT-ITT
UD-ICT-ITT-Migration	Leden van het ITT (backend) migratieteam
UD-ICT-ITT-Packaging	Leden van het ITT software packaging team
UD-ICT-ITT-SiteSurvey	Leden van het ITT inventarisatieteam
UD-ICT-ITT-Specialists	De technische specialisten van ITT project
UD-ICT-ITT-Staging Engineers	Staging Engineers for the ITT project

New
Rename
Delete

To create a new group under department/section group UD-ICT-ITT: click the New button to continue.

To rename an existing group: select the group you wish to rename from the list and click Rename to continue.

To delete an existing group: select the group you wish to delete from the list and click Delete to continue.

Click Back to select another section/department group, click Finish to close the window.

< Back Finish

This window looks like to the previous window, except that the department/section group itself is lacking from the list and action buttons are now visible on the right.

There are three action buttons available:

New : For creating a new group directly under the selected department/section group. As a result the newly created group will also be added (as a member) to the upper lying department/section group.

Rename : For renaming the selected functional group. Optionally you can change the description for the selected group.

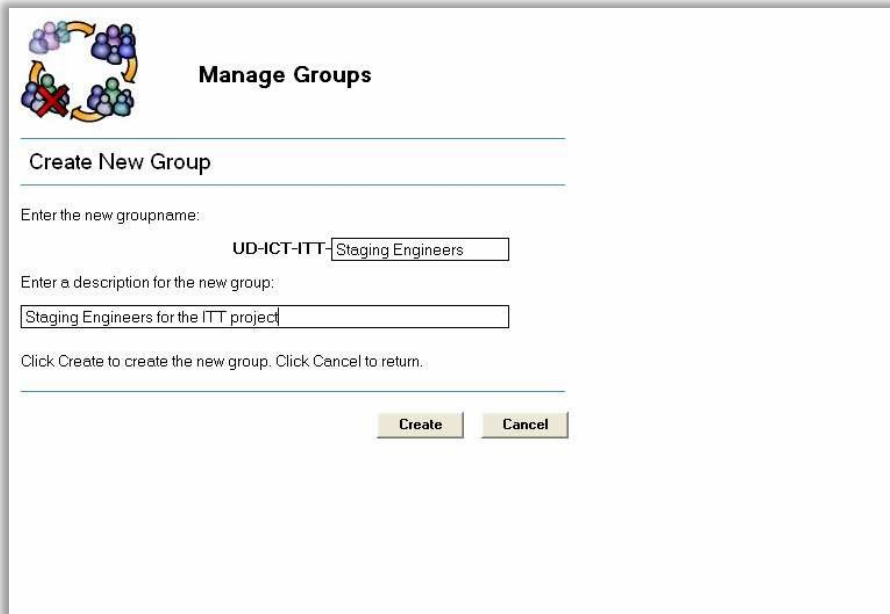
Delete : For deleting the selected functional group. Be aware that deletion of groups is permanent!

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Create New

Click the **New** button, the following window will appear:



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Create New Group

Enter the new groupname:

UD-ICT-ITT-Staging Engineers

Enter a description for the new group:

Staging Engineers for the ITT project

Click Create to create the new group. Click Cancel to return.

Create Cancel

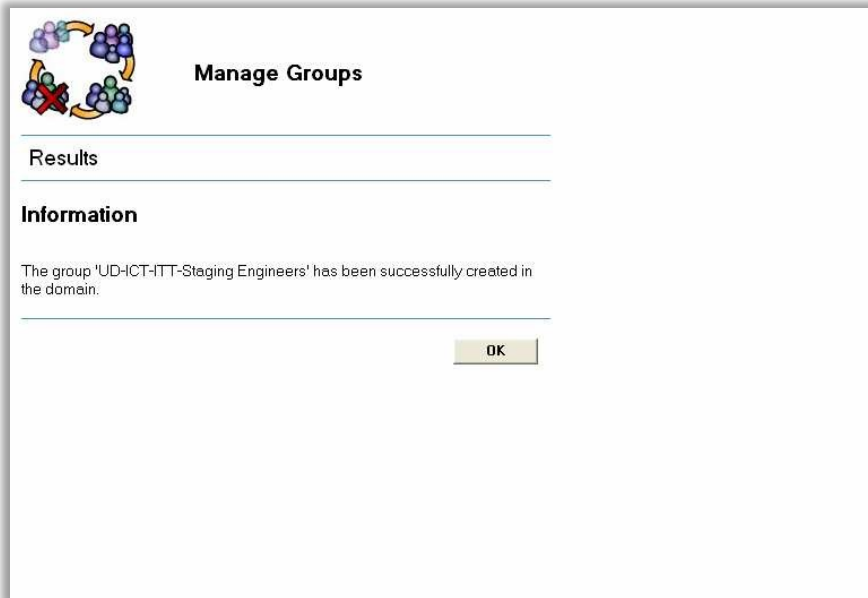
Enter the name for the new group to create. Notice that the first part of the group name has already been filled in and cannot be changed.

Enter a description for the new group. Adding a description is mandatory while creating a new group.

Click **Create** to actually create the group in the domain and add the group to its parent department/section group (in this case UD-ICT-ITT).

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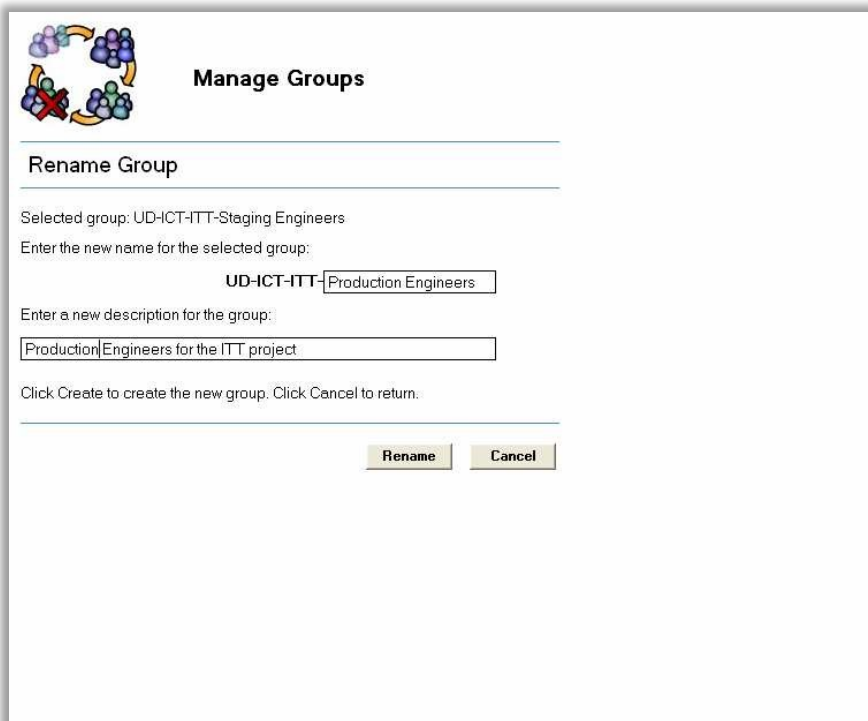
Manage Groups



Click **OK** to return to the **Group actions** window.

Rename

Select the group you wish to rename and click the **Rename** button, the following window will appear:

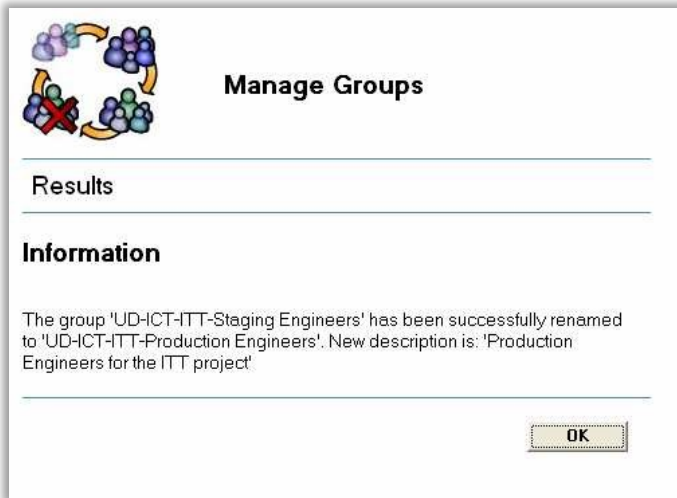


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Enter the new name for the selected group. Optionally you can change the group's description or you can leave it as it is.

Click **Rename** to apply the new name and description to the group.



Click **OK** to return to the **Group actions** window.

Delete

Select the group you wish to delete and click the **Delete** button, the following window will appear:

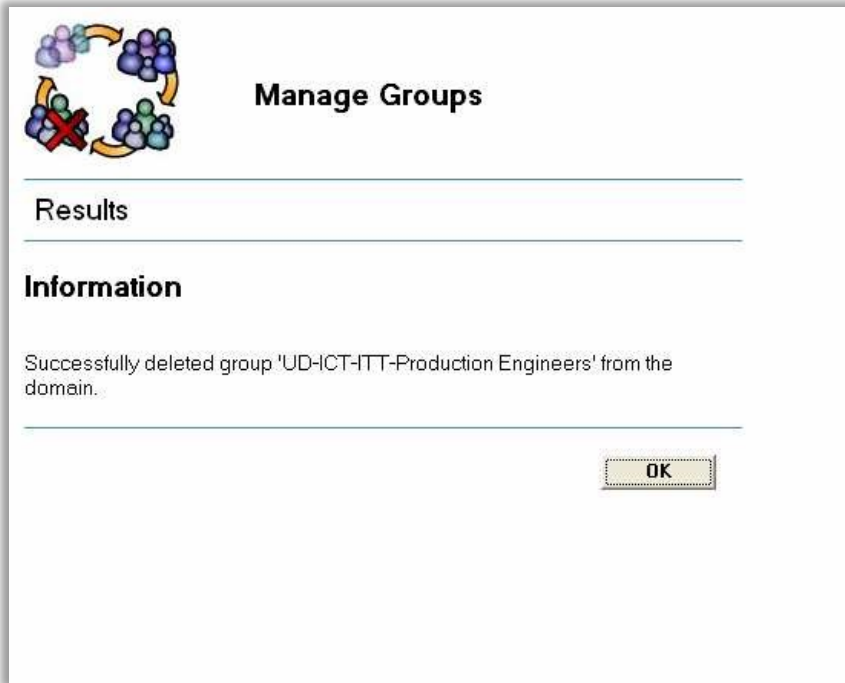


Click **Delete** to delete the selected group.

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NOTE: Deleting a group is permanent and irreversible; take great care while using this function!



Click **OK** to return to the **Group actions** window.

Click on **Finish** to close the form or click **Back** to select another scope to manage groups.