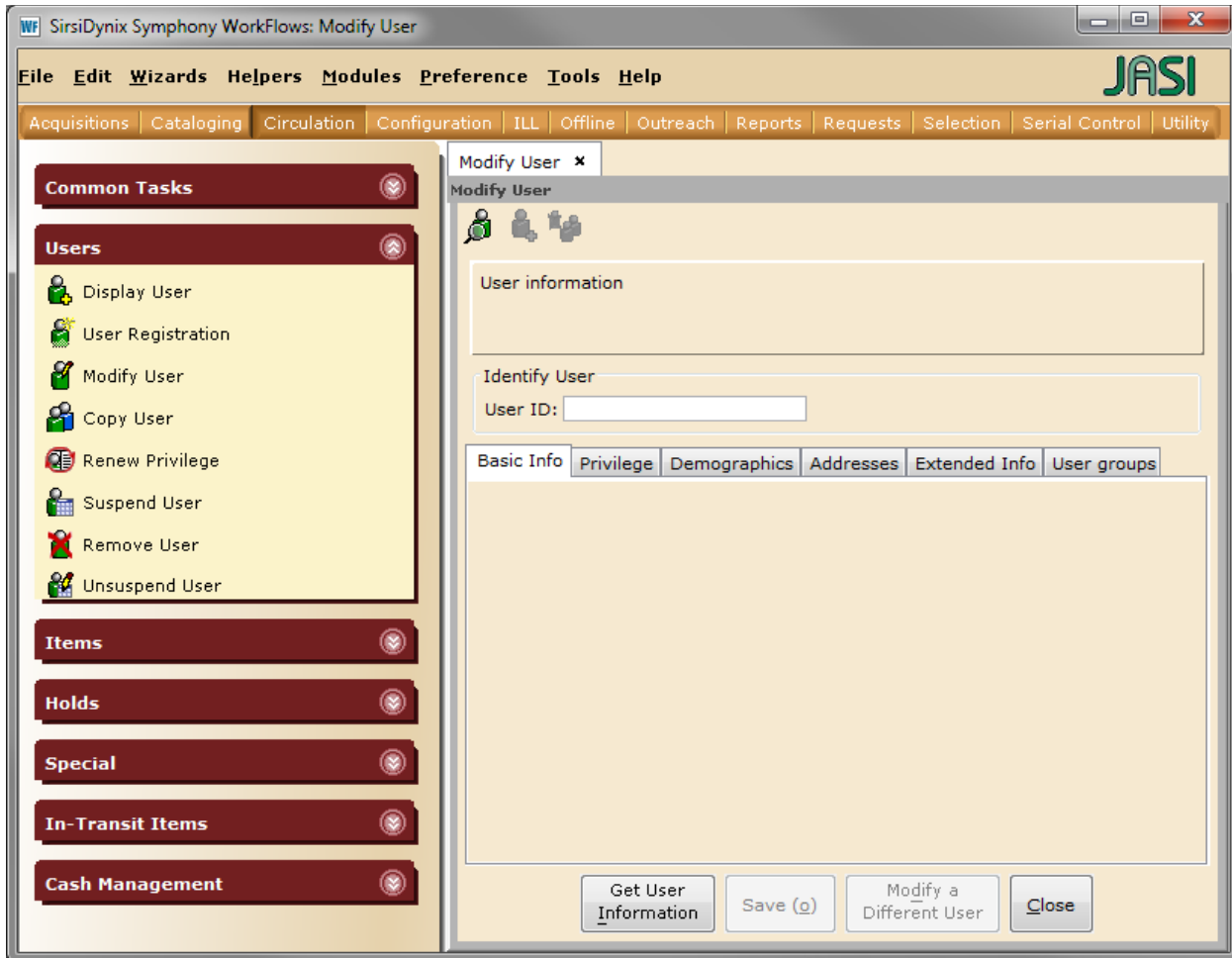


User Groups: Removing Users / Deleting User Groups

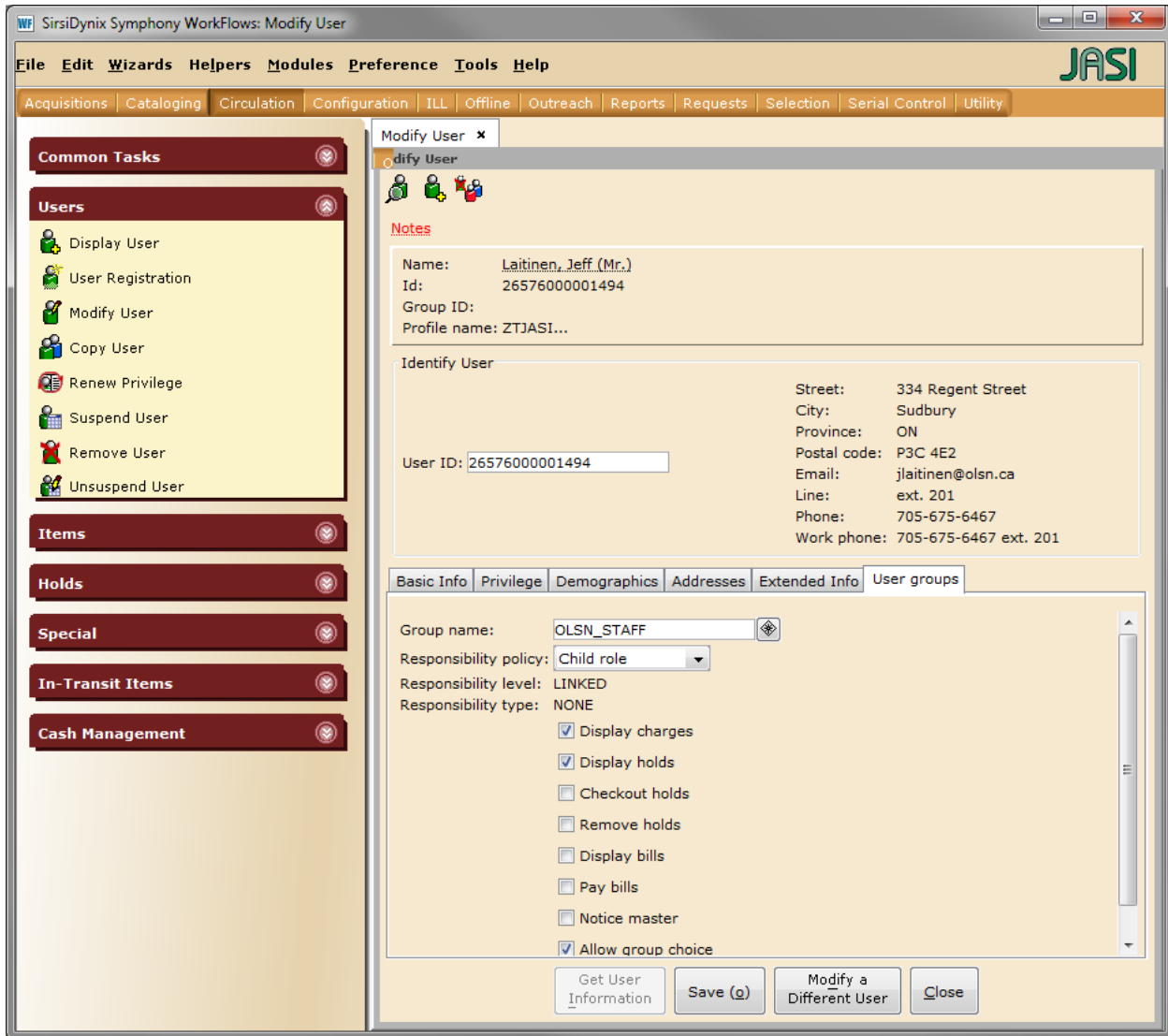
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How to Remove Users from a User Group and Deleting a User Group

1. In Workflows go to the Circulation module, Users > Modify User – search for the User record you want to modify.



2. Go to the User groups tab; If the User is part of a group, it will show in the Group name field. At the top of the window you will see 3 helper icons; the one on the furthest right is called “remove group membership” – if you hover your cursor over it, it will show this label.



3. Click on the “remove group membership” helper, this will bring up a list of all Users in this group. You can put a check mark in the Select All option to remove all Users from this group. Click OK to remove them from this group.

NOTE: A User Group is automatically deleted if it does not contain any Users.

