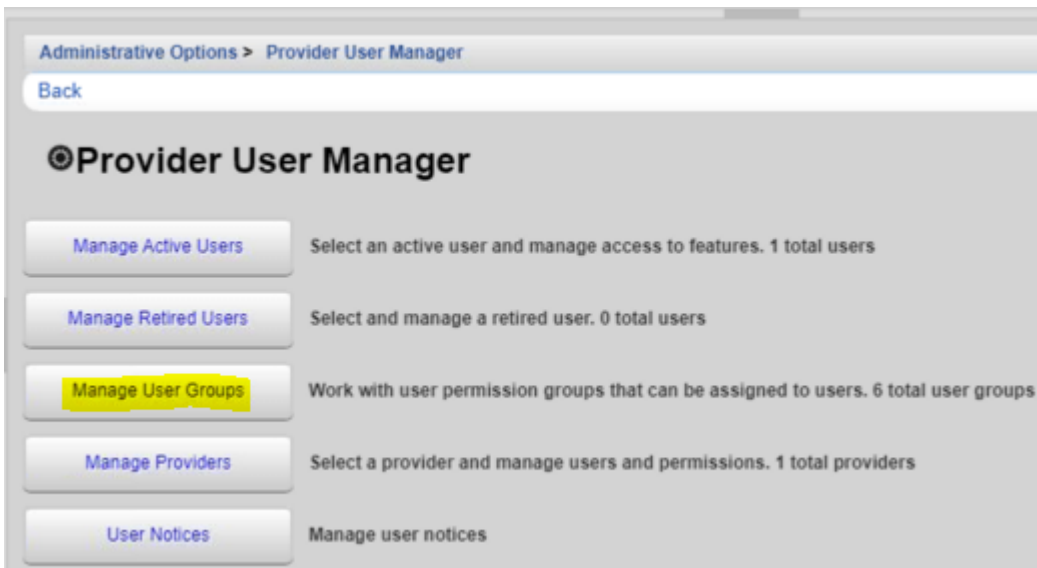
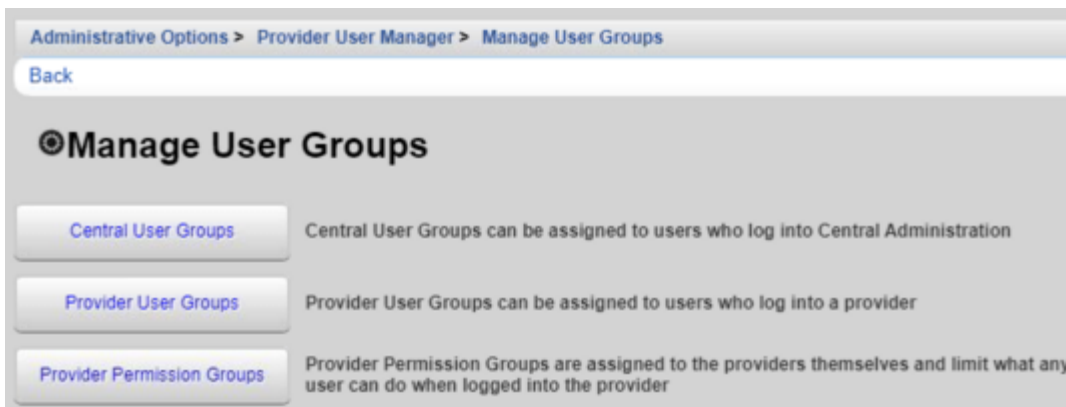


The User Groups feature makes managing a large number of users easier because administrators can grant sets of permissions to users who perform the same roles in CAREWare.



In Central Administration, user groups can be managed for Central Administration as well as providers. In addition to user groups, *Provider Permissions Groups* are available to organize permissions for providers.



Central User Groups – Grants permissions for users in Central Administration.

Provider User Groups – Grants permissions for users in providers.

Provider Permission Groups – Grants permissions for providers.

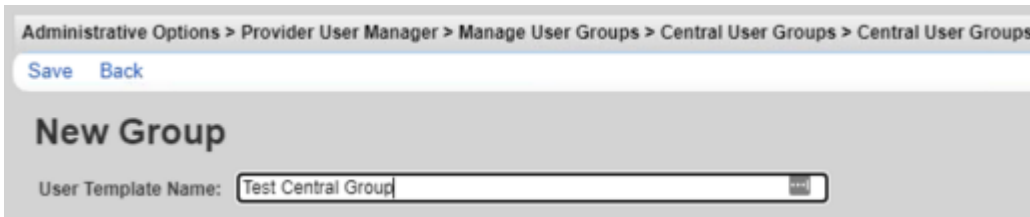
Note: Permissions must be granted to the provider in order to grant access to those permissions to users in that provider. If a permission is revoked for the provider, that permission is revoked for the user even if that permission is granted to the user by a user group.

To create a Central User Group, follow these instructions:

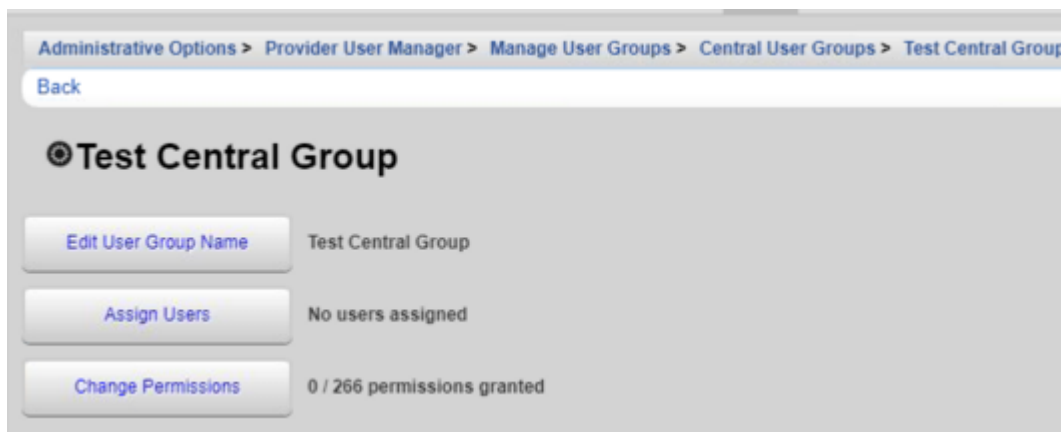
1. Click *Central User Groups*.
2. Click *New Group*.



3. Enter the *User Template Name*.



4. Click *Save*.

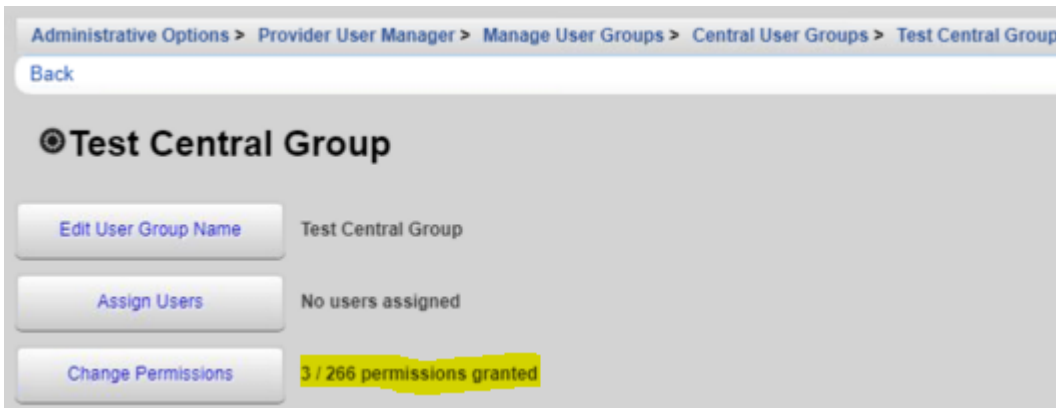


5. Click *Change Permissions*.
6. Select each permission that should be granted (If the permission is not in the list, try typing the name of the feature in the search field.)

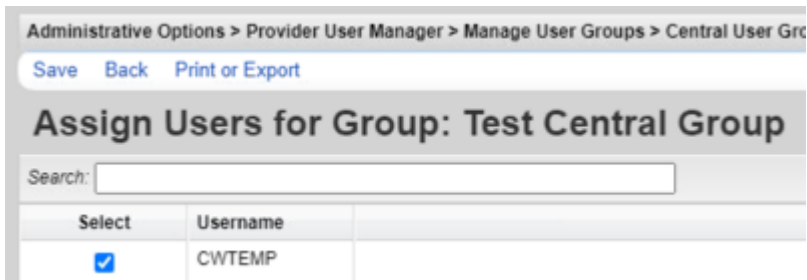
Note: *Select All* checks all of the permissions on this page.

7. Click *Grant Selected Permissions*.
8. Click *Back*.

Note: The number of permissions granted has changed for *Change Permissions*.

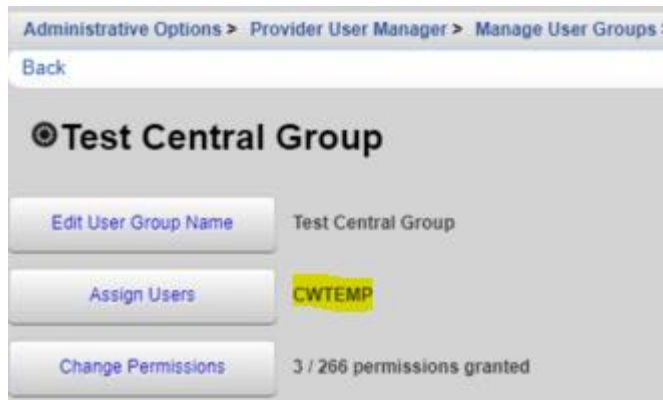


9. Click *Assign Users*.
10. Check each user that should be assigned to the group.



11. Click *Save*.
12. Click *Back*.

Note: Users assigned to the group are now listed.



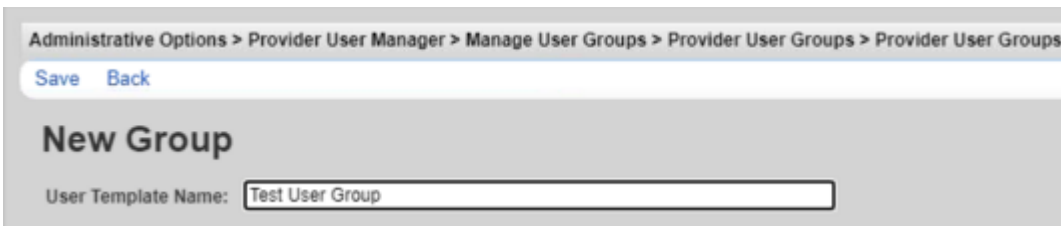
At this point, users assigned to this group have the permissions granted under Change Permissions for Central Administration.

To create a Provider User Group, follow these instructions:

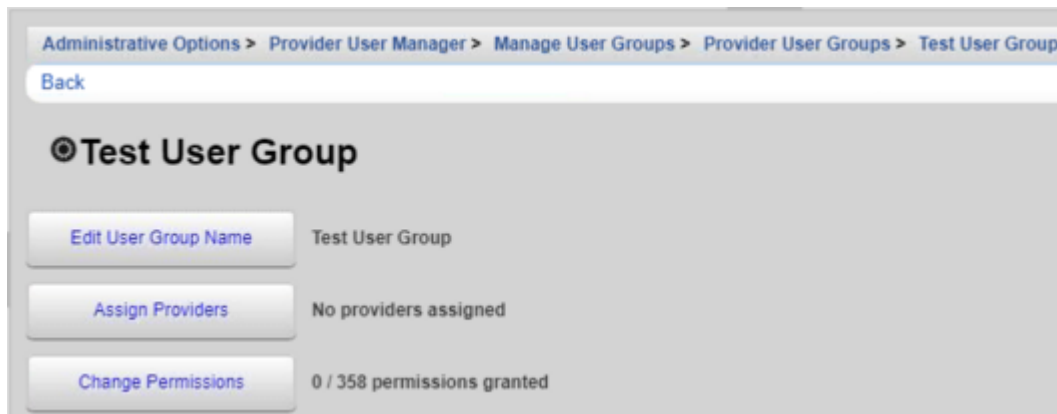
1. Click *Provider User Groups*.
2. Click *New Group*.



3. Enter the *User Template Name*.



4. Click *Save*.

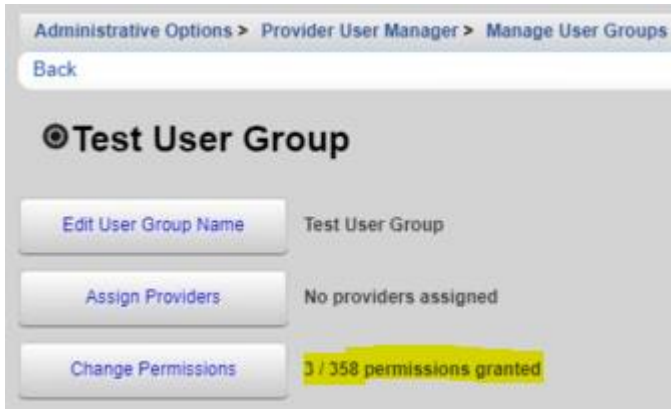


5. Click *Change Permissions*.
6. Select each permission that should be granted (If the permission is not in the list, try typing the name of the feature in the search field.)

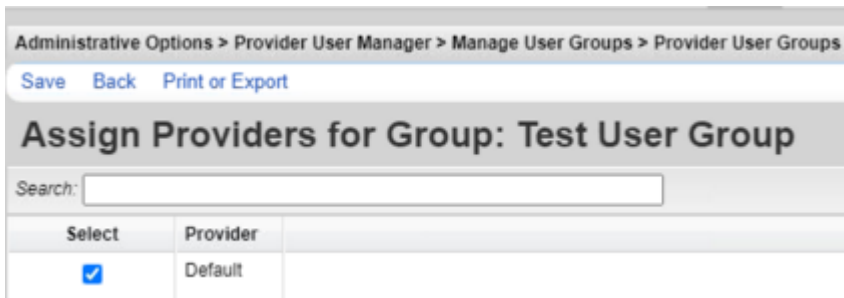
Note: *Select All* checks all of the permissions on this page.

7. Click *Grant Selected Permissions*.
8. Click *Back*.

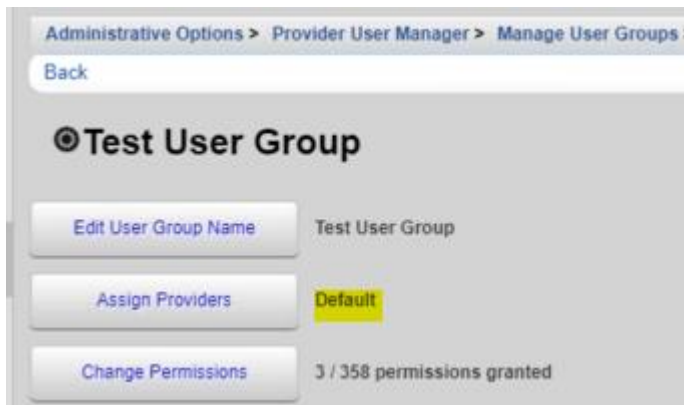
Note: The number of permissions granted has changed for *Change Permissions*.



9. Click *Assign Providers*.
10. Check each *Provider* that should be assigned to the group.



11. Click *Save*.
12. Click *Back*.



Note: *Providers* assigned to the group are now listed.

At this point, providers assigned to this group can now grant access to this group for users; however, permissions still have to be granted to the provider before users can be granted access.

To create a permission group for the provider, follow these instructions:

1. Click *Provider Permission Groups*.
2. Click *New Group*.

Administrative Options > Provider User Manager > Manage User Groups > Provider Permission Groups

Manage **New Group** Delete Back Print or Export

Provider Permission Groups

Search:

User Group Name	Number Providers
All Permissions Providers	1

3. Enter the *User Template Name*.

Administrative Options > Provider User Manager > Manage User Groups > Provider Permission Groups > Provider Permission Groups

Save Back

New Group

User Template Name:

4. Click *Save*.

Administrative Options > Provider User Manager > Manage User Groups > Provider Permission Groups > Test Provider Permissions

Back

Test Provider Permissions

[Edit User Group Name](#) Test Provider Permissions

[Assign Providers](#) No providers assigned

[Change Permissions](#) 0 / 358 permissions granted

5. Click *Change Permissions*.

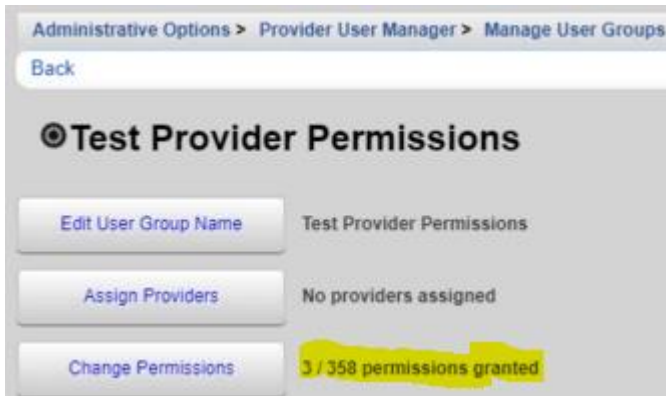
6. Select each permission that should be granted (If the permission is not in the list, try typing the name of the feature in the search field.)

Note: *Select All* checks all of the permissions on this page.

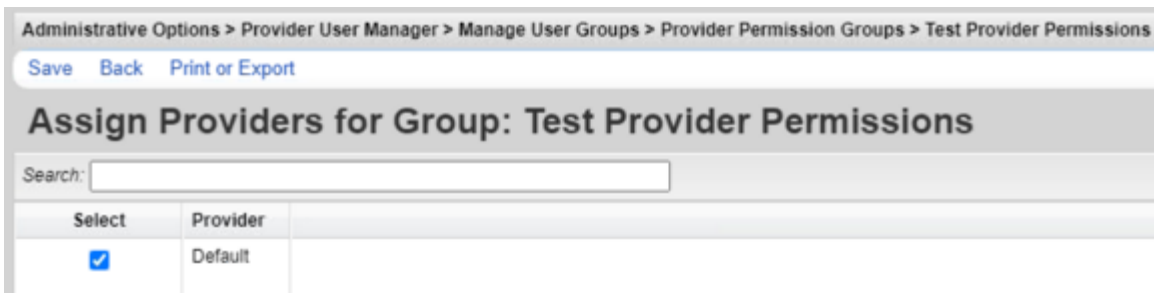
7. Click *Grant Selected Permissions*.

8. Click *Back*.

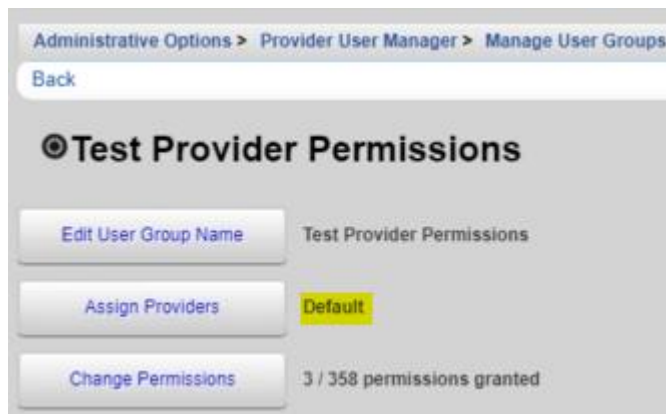
Note: The number of permissions granted has changed for *Change Permissions*.



9. Click *Assign Providers*.
10. Check each *Provider* that should be assigned to the group.



11. Click *Save*.
12. Click *Back*.



Note: Providers assigned to the group are now listed.

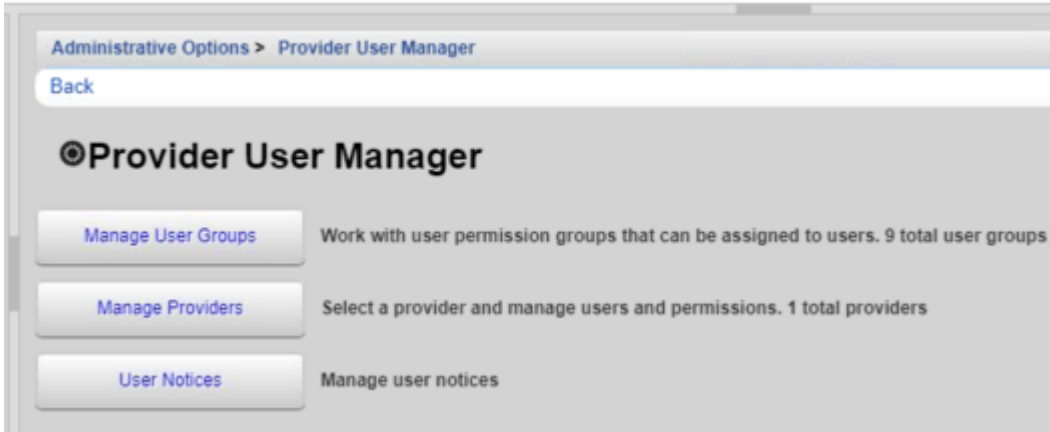
At this point, providers assigned to this group now have access to the permissions granted under *Change Permissions*.

Now that the User Group has been assigned to the provider and the provider has been granted those permissions, the user can be granted those permissions for that provider, either individually or via one or more User Groups.

To grant the user access to the *Provider User Group* permissions, follow these instructions:

1. Click *Administrative Options*.

2. Click *Provider User Manager*.

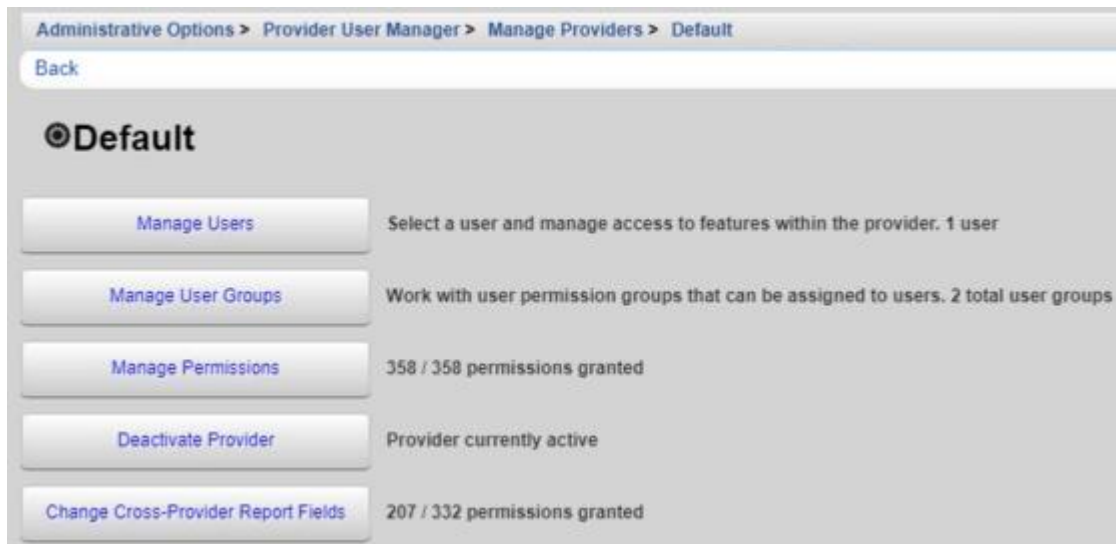


3. Click *Manage Providers*.

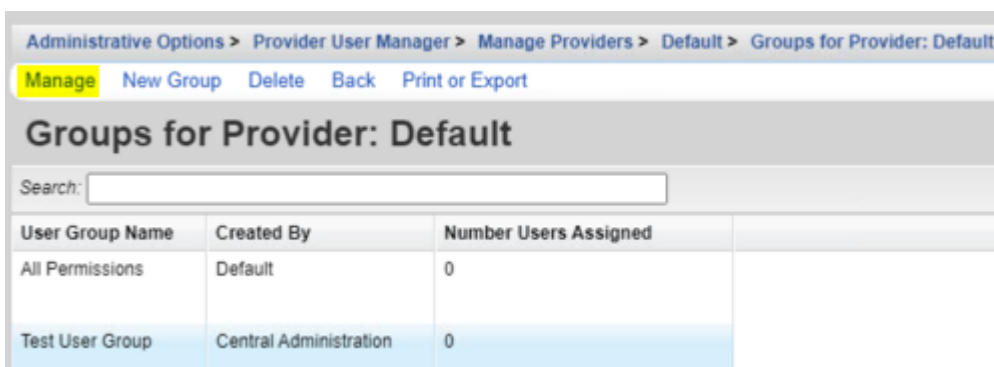
4. Select the *Provider*.

5. Click *Manage*.

6. Click *Manage User Groups*.

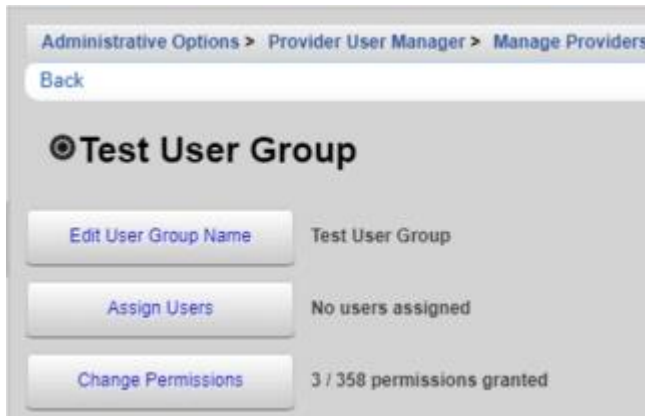


7. Select the *User Group*.

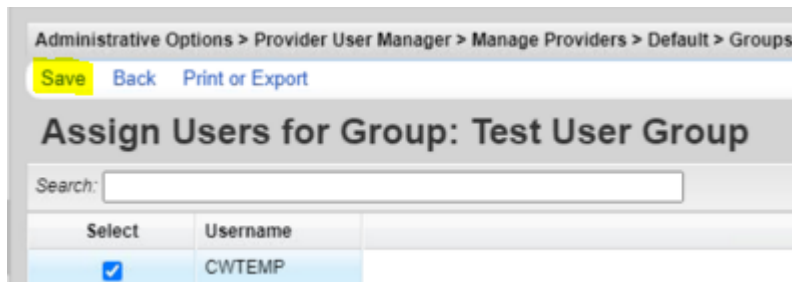


8. Click *Manage*.

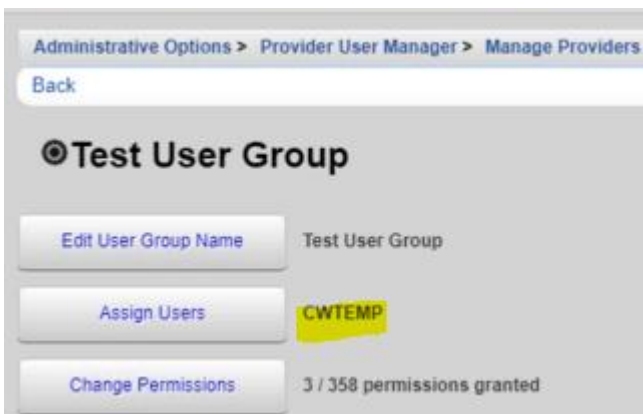
9. Click *Assign Users*.



10. Select the user.



11. Click Save.



At this point, the user group has been created, the provider has been granted access to the same permissions as the user group, and the user has been granted access to the user group. The user now has the access to those permissions in that provider.