

## Users/Groups

The screenshot shows the OPTIQO Users/Groups interface. On the left is a navigation menu with options: Customers, Users, Users/Groups, Notifications, Key figures, Cleaning frequencies, Control groups, Contracts, Inspections, Work orders, and Reports. The main area is split into two panels: 'Groups' and 'Users'.

**Groups Panel:**

| Group name       | Description | Users | Cont. |
|------------------|-------------|-------|-------|
| Arbetsordergrupp |             | 9     | 0     |
| Siemens          |             | 8     | 0     |
| dig              |             | 5     | 0     |
| dig              |             | 3     | 0     |
| Hospital         |             | 1     | 0     |

**Users Panel:**

| Name    | Surname              | Login     | Group |
|---------|----------------------|-----------|-------|
| Test 2  | Test 2               | test2     | 0     |
| Optiqo  | Admin                | optiqo    | 1     |
| David   | Freland              | dfreland  | 1     |
| Johan   | Johansson - Vise...  | johan     | 3     |
| Viktor  | Granqvist - Viser... | viktor    | 4     |
| Andreas | Roos                 | Roos      | 4     |
| Martin  | Ålenmark             | msiemens  | 2     |
| Clint   | Lavallee             | Clint     | 2     |
| Sofia   | Karlsson             | sofiademo | 1     |

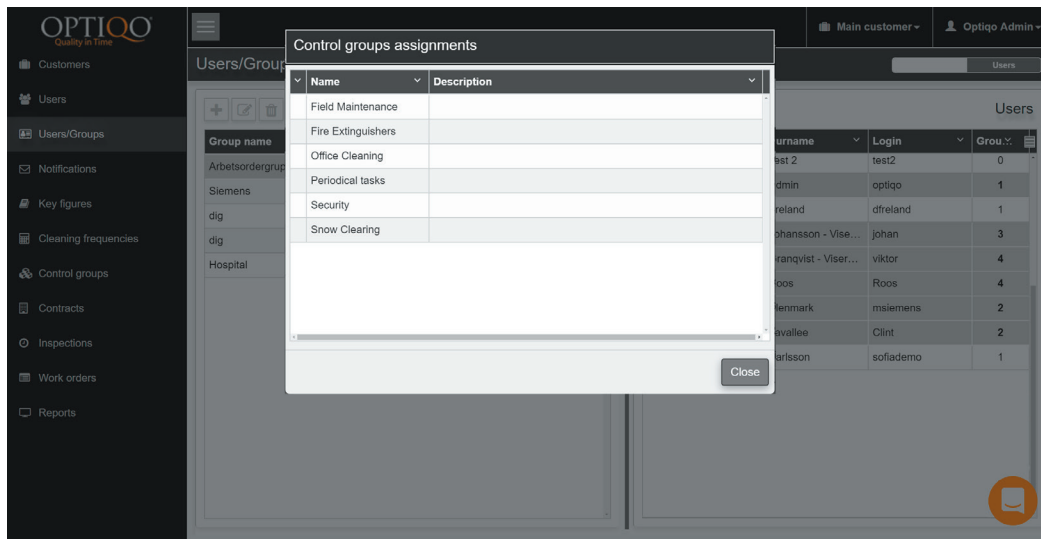
Here you can assign users to groups. By assigning users to groups it will be easier to add them to inspections. Instead of having to add users one by one to inspections you'll be able to add a group.

The screenshot shows the OPTIQO Users/Groups interface with an 'Add group' dialog box open. The dialog box has the following fields:

- Group name:** Arbetsordergrupp
- Description:** (empty)

Buttons for 'Close' and 'Save' are visible at the bottom of the dialog box. The background shows the same 'Groups' and 'Users' panels as in the previous screenshot.

Here you can add new groups, edit groups and delete groups



This is the control groups assignments. Doubleclick the empty field left to the names and the assignments will be added onto selected control group.