

Adding and Deleting Users

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Adding Users to Groups

1. Go to the **Users** section, open the **Groups** tab and click a group where you want to add users.

The screenshot shows the 'Manage Users' interface in the ispring learn system. The left sidebar contains navigation options: Home, Users, Roles, Departments, Groups (selected), and Sign up Profiles. The main content area is titled 'Groups' and includes a search bar and two buttons: 'New Smart Group' and 'New Group'. Below this is a table listing various groups with their respective user counts.

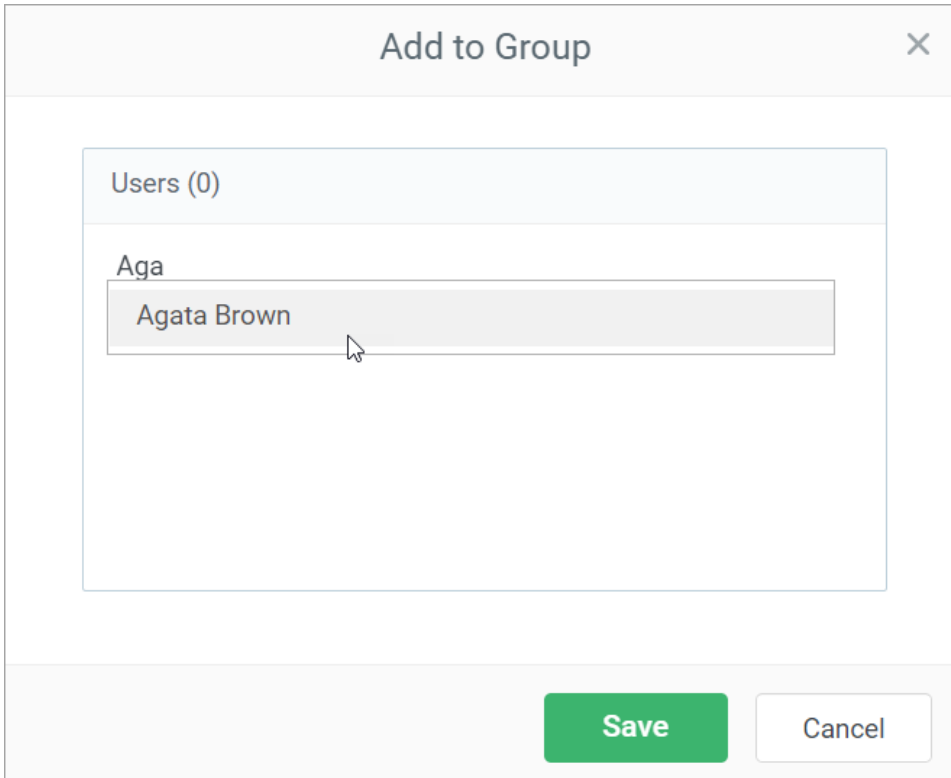
| <input type="checkbox"/> | Title ↑ | Users |
|--------------------------|-------------------|-------|
| <input type="checkbox"/> | Business Services | 8 |
| <input type="checkbox"/> | Direct Sales | 7 |
| <input type="checkbox"/> | Interns | 9 |
| <input type="checkbox"/> | Product Training | 0 |
| <input type="checkbox"/> | Product Training | 47 |
| <input type="checkbox"/> | SMM | 8 |

2. On the **Groups Members** page, click **Add Users**.

The screenshot shows the 'Group Members' page for the 'Business Services' group. The left sidebar is the same as the previous screenshot. The main content area has a header with a back arrow, the group name 'Business Services', and a 'Rename Group' button. Below the header is a search bar and an 'Add Users' button. A table lists the current members of the group.

| <input type="checkbox"/> | User Name ↓ | Status | Department |
|--------------------------|------------------------------|--------|--|
| <input type="checkbox"/> | Earl Miller earl.miller | | Technical services My Company > Product Development |
| <input type="checkbox"/> | Harry Evans harry.evans | | Engineering My Company > Product Development |
| <input type="checkbox"/> | Julie Gibson julie.gibson | | Customer Care My Company > Sales Department |

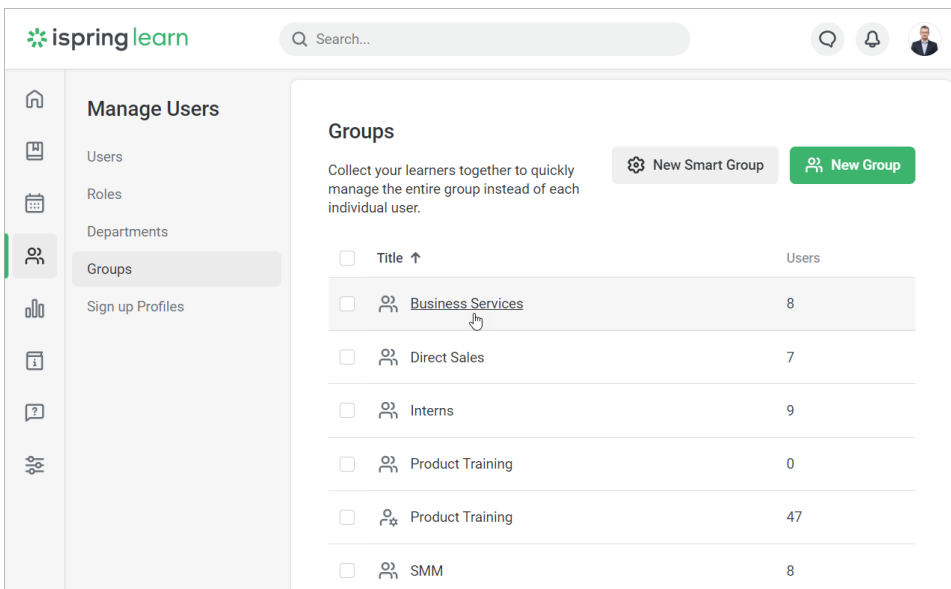
3. In the **Add to Group** window, select users you want to add to the group. Start typing their names, last names, logins, or emails and select matching names from system suggestions. Then, click **Save**.









The image shows a dialog box titled "Add to Group" with a close button (X) in the top right corner. Inside the dialog, there is a section labeled "Users (0)". Below this, there is a search bar with the text "Aga" entered. A dropdown menu is open, showing a suggestion "Agata Brown" which is highlighted by a mouse cursor. At the bottom of the dialog, there are two buttons: a green "Save" button and a white "Cancel" button.

Removing Users from a Group

1. Go to the **Users** section, open the **Groups** tab and click a group from which you want to add users.




The image shows the "ispring learn" interface. On the left is a sidebar with a "Manage Users" section containing links for "Users", "Roles", "Departments", "Groups" (which is highlighted), and "Sign up Profiles". The main area is titled "Groups" and contains a description: "Collect your learners together to quickly manage the entire group instead of each individual user." There are two buttons: "New Smart Group" and "New Group". Below this is a table of groups.

| <input type="checkbox"/> | Title ↑ | Users |
|--------------------------|---|-------|
| <input type="checkbox"/> |  Business Services | 8 |
| <input type="checkbox"/> |  Direct Sales | 7 |
| <input type="checkbox"/> |  Interns | 9 |
| <input type="checkbox"/> |  Product Training | 0 |
| <input type="checkbox"/> |  Product Training | 47 |
| <input type="checkbox"/> |  SMM | 8 |

2. Select users, you want to delete from the group and click **Remove from Group** in the top menu.





ispring learn

← Group Members

 **Business Services** Rename Group

Add Users

☒ 1 item selected Edit User Enroll Users Remove from Group

| | | |
|-------------------------------------|---|--|
| <input type="checkbox"/> |  Earl Miller earl.miller | Technical services My Company > Product Development |
| <input checked="" type="checkbox"/> |  Harry Evans harry.evans | Engineering My Company > Product Development |
| <input type="checkbox"/> |  Julie Gibson julie.gibson | Customer Care My Company > Sales Department |
| <input type="checkbox"/> |  Mark Spencer mark.spencer | Active Sales My Company > Sales Department |

3. Confirm your decision by clicking **Remove** in the **Remove from Group** window.

Remove from Group ×

Are you sure you want to remove these users from this group?

Remove Cancel