

User groups contain information that can be inherited by user profiles. In each user profile, the Group name field identifies the user group to which the user profile belongs. Many of the fields in the user profile can be set to the group default, which means that the field value in the assigned user group becomes the field value used in the user profile. When you configure a field in a user group, that field is automatically updated in each user profile within the group, provided that the field is set to group default in the user profile.

To override a user group field configuration within an individual user profile, set the field in the user profile to a value other than group default. Further updates to the field in the user group will not affect the field in the user profile.

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About the Preconfigured System User Group

Cisco Unified MeetingPlace Express comes preconfigured with a user group called system. Except for the name, all fields in the system user group can be modified. You cannot, however, delete the system user group.

The system user group is assigned to user profiles as follows:

- By default, the system user group is assigned to the preconfigured admin and guest profiles.
- If a user group is deleted, any user profiles that were assigned to that user group are automatically assigned to the system user group.
- If user profiles are imported with specified user groups that do not exist in the Cisco Unified MeetingPlace Express database, those user profiles are automatically assigned to the system user group.

Recommendations for User Groups

We recommend the following:

- Add at least one user group, so that you can easily manage and configure system administrator profiles separately from end-user profiles. For example, a simple setup can use the following two user groups:
 - ◆ Administrator-Assign to the preconfigured admin profile and to the user profiles of any other system administrators. Enable all privileges for users in this group.
 - ◆ System (preconfigured)-Assign to end-user profiles and to the preconfigured guest profile, which is used as a template for new user profiles. Some guest profile fields are also applied to guest users.
- If you use the find me dial-out feature with non-direct-dial pagers, then you need at least one user group for each pager system phone number that is shared by your users.
- Before importing any user profiles, make sure that you create or import the user groups to which the imported user profiles belong.
- Use as many group default settings as you can in your user profiles:
 - ◆ The more group default settings you have in each user profile, the more easily you can maintain user profiles for similar users.
 - ◆ The more group default settings you have in the preconfigured guest profile, the more easily you can create user profiles for similar users, because the guest profile is used as a template for new user profiles.

Adding or Modifying a User Group Manually

Note: If you want to add multiple user groups to the database in one batch, see the [Importing User Groups](#).

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration > User Group Management**.
3. To add a new user group, click **Add New**. To modify an existing user group, click **Edit** in the same row as the user group that you want to modify.
4. Configure the fields.
5. Click **Save**.
6. Verify that your new user group appears in the User Group Management page.

Related Topics

- [Field Reference: Add User Group](#)
- [Field Reference: Edit User Groups Details](#)

Searching for a Specific User Group

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration > User Group Management**.
3. Enter the name of the user group that you are looking for.
 - ◆ The entire name is not required.
 - ◆ The search tool is not case sensitive.
4. Click **Search**.
5. If the list of name matches is too long for you to quickly find a particular user group, do one of the following:
 - ◆ Enter the entire name of the user group that you are looking for and click **Search**.
 - ◆ At the bottom right corner, use the page navigation tools, such as the arrows and Go buttons, to browse the long list of user groups.
6. To view a particular user group's profile configuration, click **Edit** in the same row as the user group.

Related Topics

- [Field Reference: Edit User Groups Details](#)

Deleting a User Group

Note: You can also use the import process to delete multiple user groups; see the [Deleting User Groups by Import](#).

Before You Begin

- If user profiles belong to a user group that gets deleted, those user profiles are automatically assigned to the system group.
- Deleting user groups is an irreversible operation. Before you delete user groups, consider creating a backup copy of the Cisco Unified MeetingPlace Express database, so that you can later retrieve the deleted information if necessary. See the [How to Back Up, Archive, and Restore Data](#).

Restriction

- You cannot delete the system user group.

Procedure

1. Log in to Cisco Unified MeetingPlace Express and click **Administration**.
2. Click **User Configuration > User Group Management**.
3. Search for the user group that you want to delete.

4. Check the check box in the same row as the user group that you want to delete. You may select multiple user groups.
Make sure that you uncheck any check boxes for user groups that you want to keep in the Cisco Unified MeetingPlace Express database.
5. Click **Delete Selected**.
6. When the confirmation pop-up window appears, click **OK**.
7. Verify that the deleted user group does not appear in the User Group Management page.

Related Topics

- [Searching for a Specific User Group](#)

Navigating the User Group Management Page

This page displays the user groups that are defined in the Cisco Unified MeetingPlace Express database. By default, this page displays user groups sorted by group name in ascending order. The following table describes the options available on this page.

| To | Do This |
|---|---|
| Sort by group name, group number, or active status | Click the Name , Number or Group active column heading. |
| Change the sort order to ascending or descending | Click the column heading to display an arrow. Click the arrow to toggle between a down arrow (ascending sort) and an up arrow (descending sort). |
| Display a shorter or longer list of user groups in one view | At the bottom of the page, in the Rows per page field, select the number of user groups to display. |
| Display a different page of user groups | At the bottom of the page, do one of the following: <ul style="list-style-type: none"> • In the Go field, enter the page number to display, and click Go. • Click the arrows to page through the list. |
| Create a new user group | Click Add New . |
| Delete user groups | Check the appropriate check boxes in the far left column, then click Delete Selected . Restriction: The preconfigured System user group cannot be deleted. |

Related Topics

- [How to Configure User Groups](#)