Teczo Features Quick Guide

teczo.com
Online Business Solutions

How to use Manage Customized User Groups (CUGs)

### What are Customized User Groups (CUGs)

CUGs are basically user groups that you, as a user, can define and use later on. They can be used when you need to edit or set access rights in Teczo. For example, if you always create topics for the same group of people, you can create a user group so you can add this group of people quickly next time.

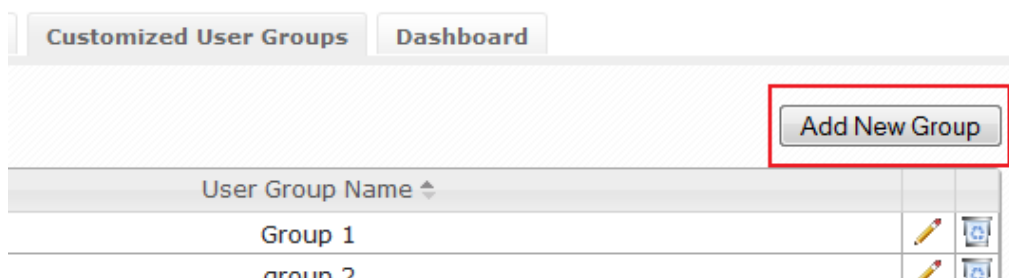### Create a Customized User Group

1. Click on the "My Account" Icon.

2. Go to Customized User Group tab.
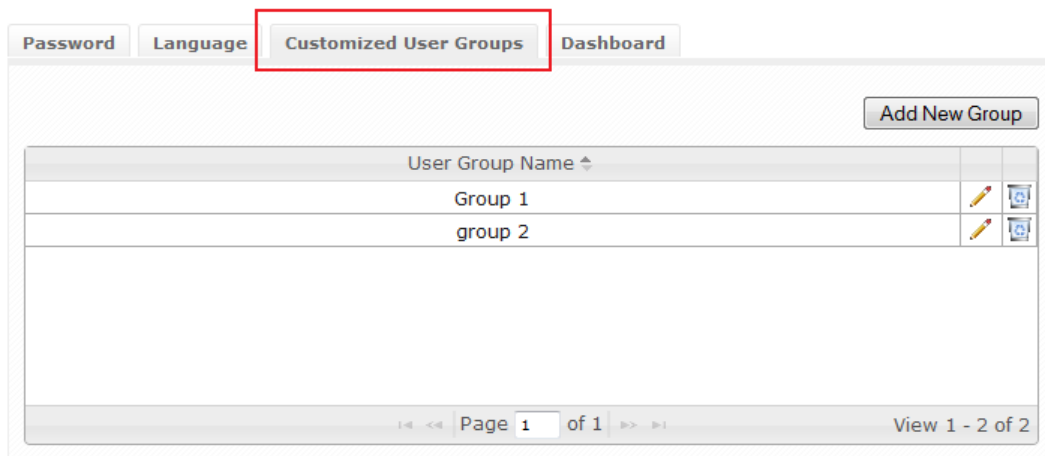
3. Click Add New Group button.

4. Choose who to be in your user group by selecting from the list or searching for users by typing their names.

Step 1
Select User

| R	Ryan Goce, Engineering- ACS Philippines
read only, Sales and Marketing- ACS Philippines regular guy, Engineering- ACS Hong Kong René (QA) Wierenga, Engineering- ACS Hong Kong richard delavin, Engineering- ACS Philippines Richard Delavin, Engineering- ACS Philippines	

User Group Name [   ] Save Cancel

5. Click on the name to add a user to the temporary list on the right.

Step 1
Select User

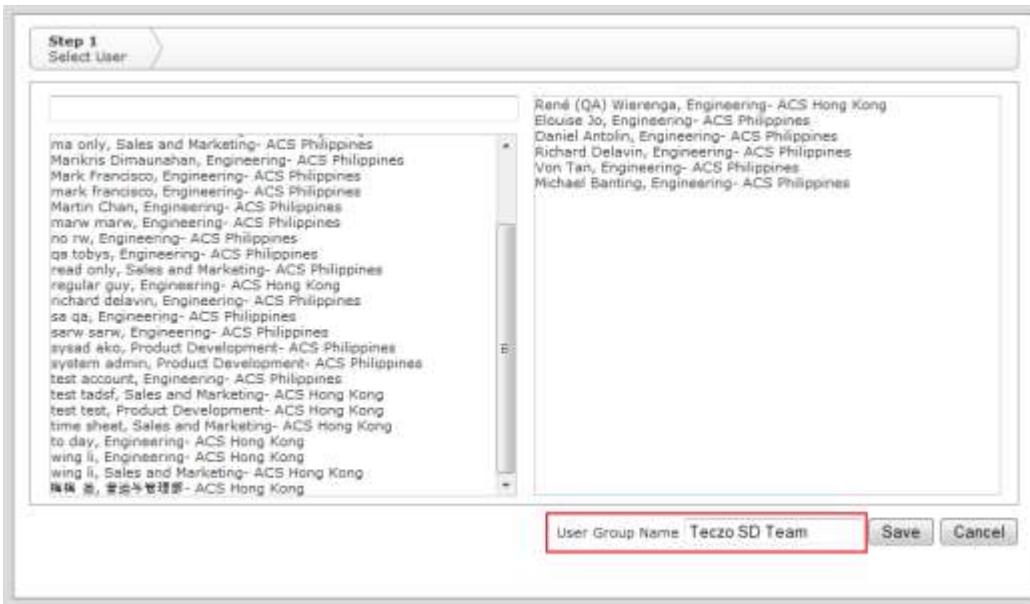| R	Ryan Goce, Engineering- ACS Philippines
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User Group Name [   ] Save Cancel
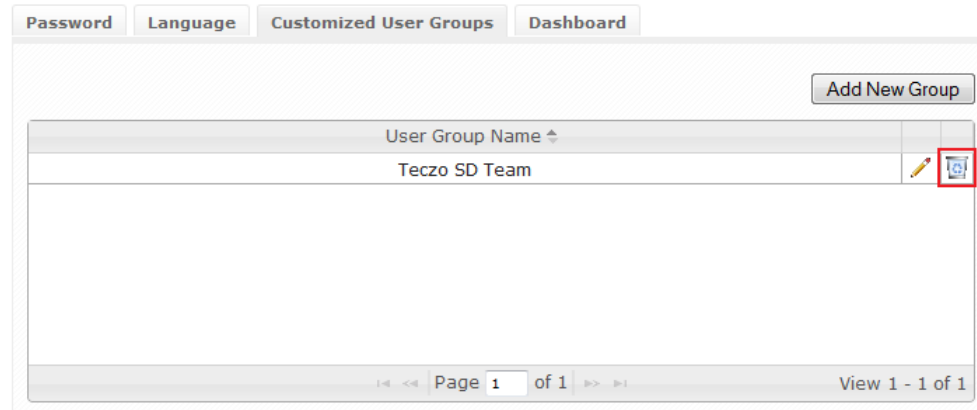
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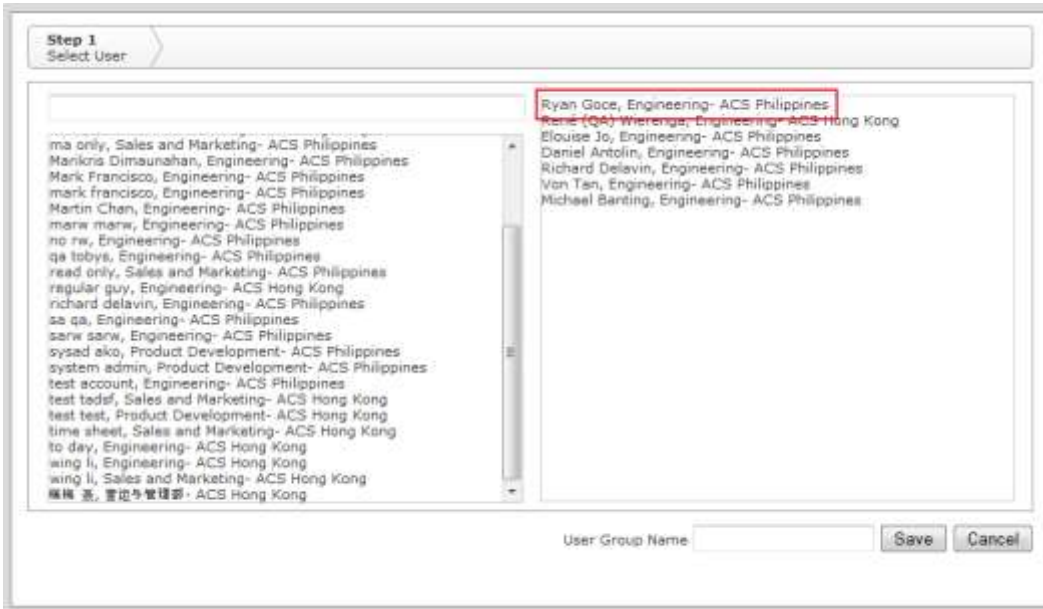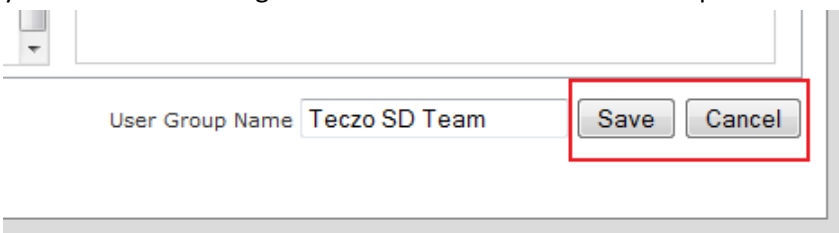
Edit a Customized User Group

1. Follow steps 1 and 2 of Create a Customized User Group.
2. Click the Pencil Icon.
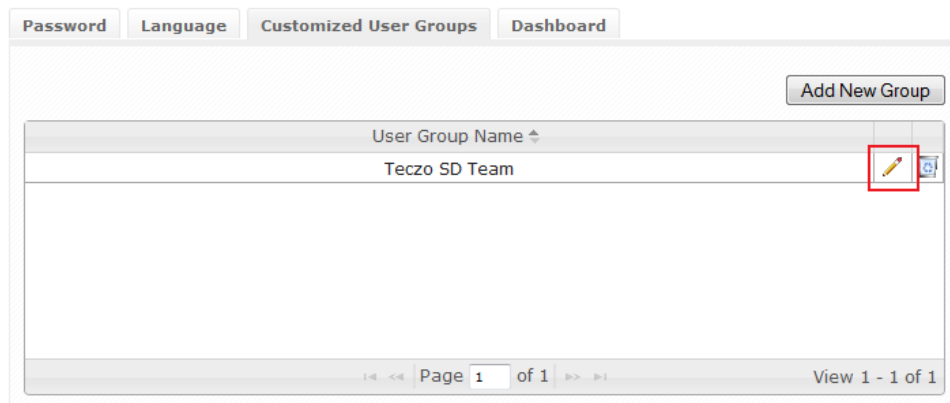
3. Follow steps 4 to 8 of Create Customized User Groups.

Delete Customized User Group

1. Follow steps 1 and 2 of Create Customized User Groups.
2. Click the Bin Icon.

3. Click OK to delete or Cancel to go back to Customized User Groups tab.