


How to use Customized User Group (CUG) and Default User Group (DUG)

What is the difference between CUGs & DUGs?

CUGs (Customised User Groups) are user groups that you, the user, have created. You can manage these. To do so, consult Quick Guide 2010Q3F01.

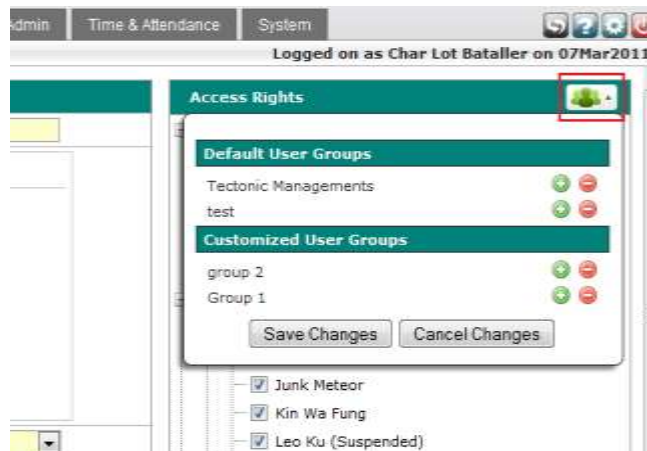
DUGs (Default User Groups) are user groups that the admin of your company have created. As a normal user, you cannot change what type of DUGs you have access to.

Where can you use user groups (CUGs & DUGs)?

When you need to set or edit access rights for a record, or whenever you see the user group icon, you can utilize user groups. 

View list of available CUGs and DUGs

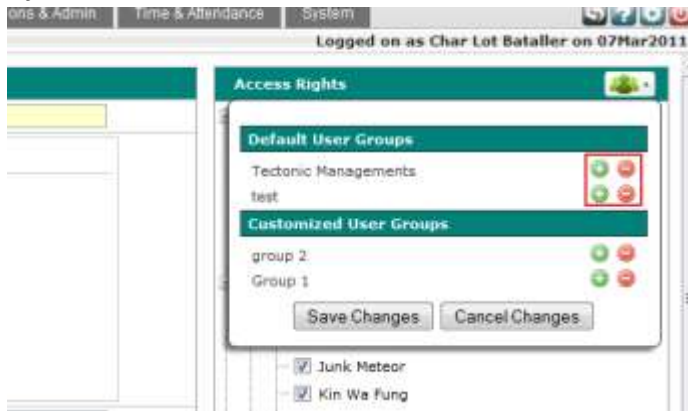
1. When you see the user group icon, e.g. when you create or edit a topic, click on it.



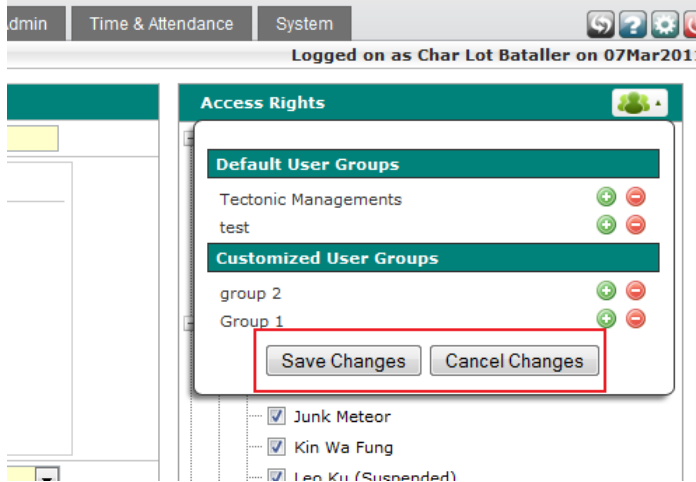
Add/Remove users from a CUG/DUG to the current record

1. Follow step 1 of [View list of available CUG and DUG](#)
2. Click (+) to add all users and (-) to remove all users in the user group to the current topic access rights list.*

**If a user does not have access to the module, he/she will not be added.*



3. Click Save Changes to apply or Cancel Changes to cancel.



A final note:

We have designed the feature such that the order you add and remove user groups matter. For example, if you have 2 user groups:

Team A: John, Joseph	Team B: Joseph, Jack
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- If you + Team A, and then - Team B.
 - The result will be **adding John**.
- If you - Team B, and then + Team A.
 - The result will be **adding John and Joseph**.