Table of Contents

Create Security Group

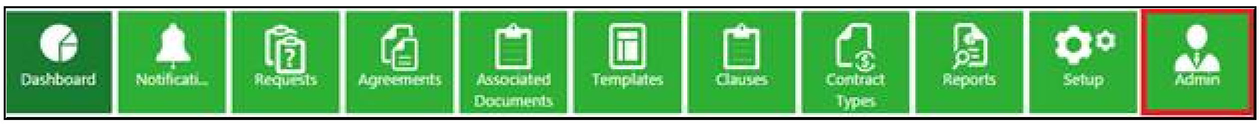
Security groups provide an efficient way to assign access to the resources on your network. Security groups allow you to:

- Assign appropriate user rights to security groups in ICM.
- Assign permissions to security groups for resources

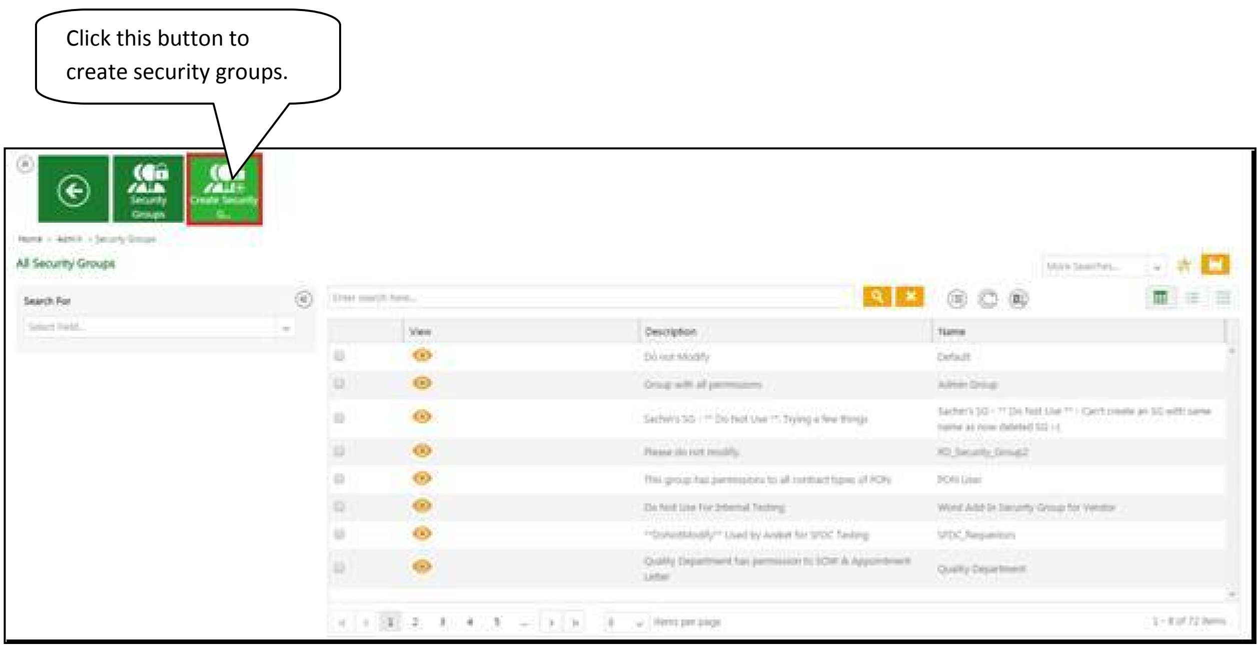
In ICM, you can create a group of users and assign specific privileges to the group. You can also provide **view** and **manage** privileges to various entities in ICM.

To create security group:

1. On the ICM Homepage, click **Admin.**



2. On the **Organization Details** page, click **Security Groups.**
3. On the **Security Groups** page, click **Create Security Groups.**



4. The *Create Security Groups* page consists of six tabs.

    - Details
    - KPI
    - Report
    - Users

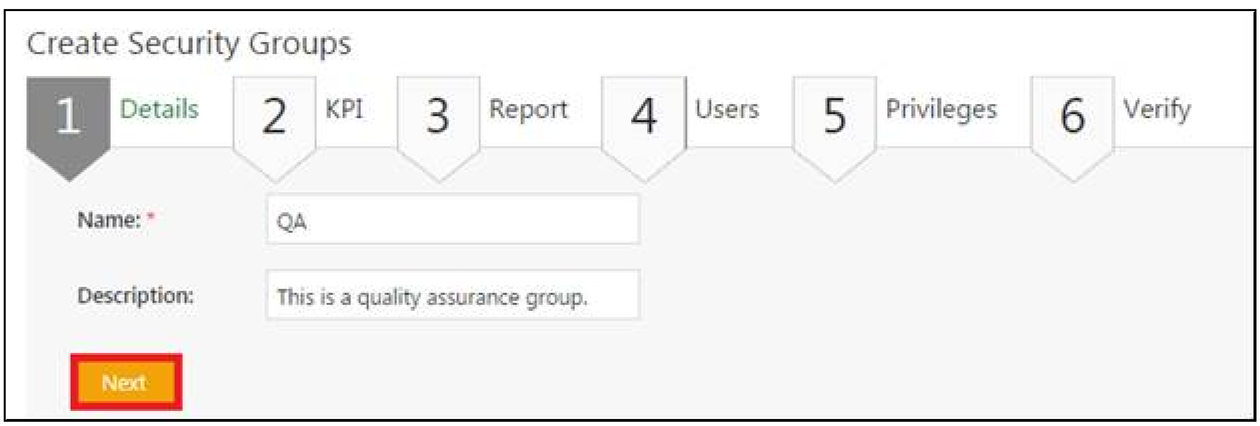
- Privileges
- Verify

Let us go through each tab in detail.

Details

Enter the following information on the **Details** tab and click **Next.**

Field	Description
Name	Enter an appropriate name of the security group. In this example, we will enter the name as **QA.**
Description	Enter an appropriate description for the security group. In this example, we will enter the description as **This is a quality assurance group.**



KPI

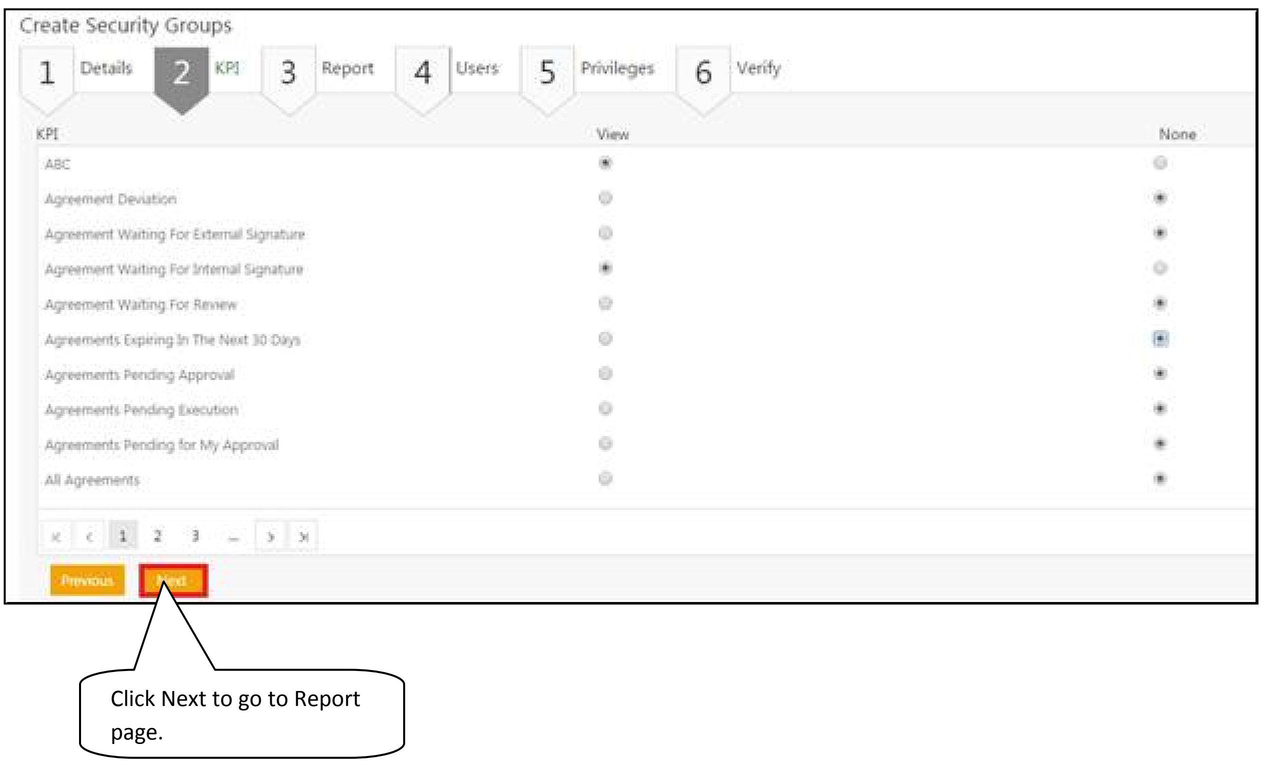
The KPI tab allows you to provide access to various Key Performance Indicators (KPI) for the selected security group.

The KPI column displays the list of KPI's used in the system.

On the **KPI** tab, you can provide following permissions:

- **View**: Click any of the buttons under **View** to provide viewing permissions for accessing a particular KPI.
- **None**: Click any of the buttons under **None** to prevent the user from accessing a particular KPI.

Once you provide appropriate permissions to the user on the from the **KPI** tab, click **Next.**

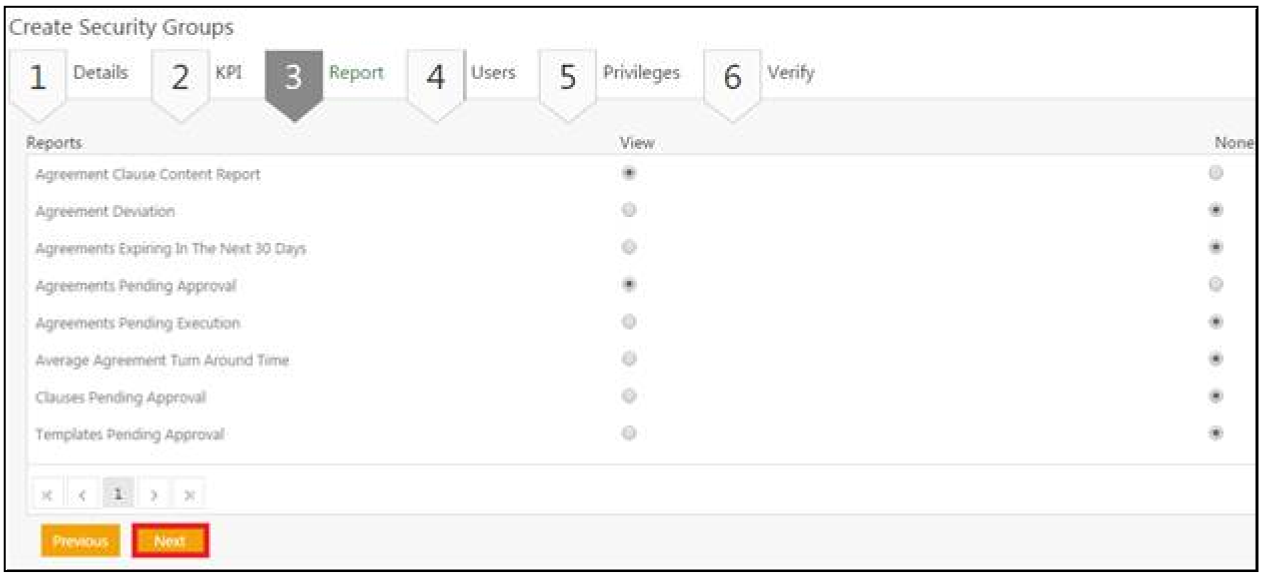


Report

The **Report** tab allows you to provide access to various reports for the selected security group. On the **Reports** tab, you can do the following:

- **View:** Click any of the buttons under **View** to provide viewing permissions for accessing the report of a particular KPI.
- **None:** Click any of the buttons under **None** to prevent the user from accessing the report of a particular KPI.

The **Reports** column on the **Report** page displays the list of reports for various KPI's.



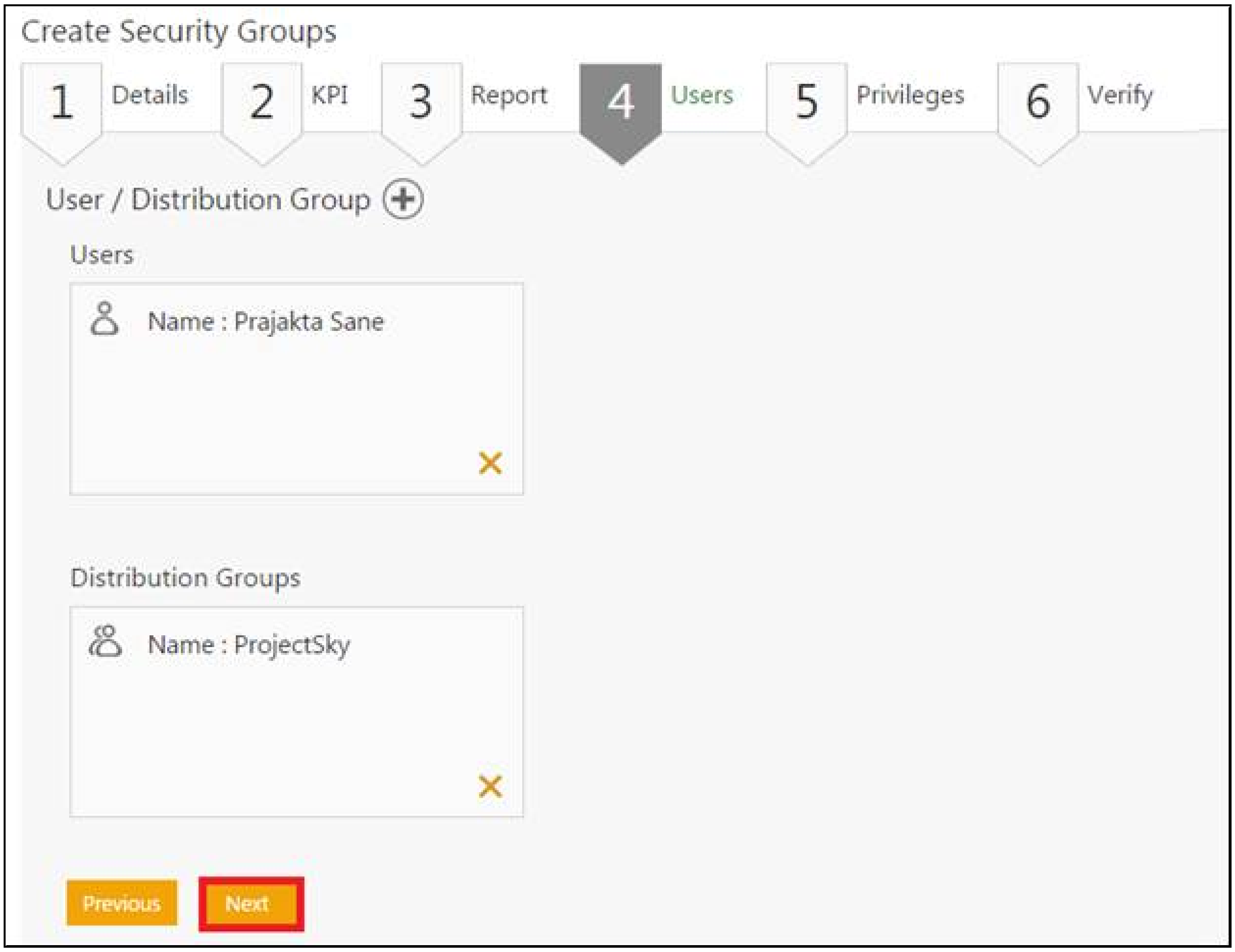
Once you provide the appropriate permissions to the user from the *Reports* tab, click **Next.**

Users

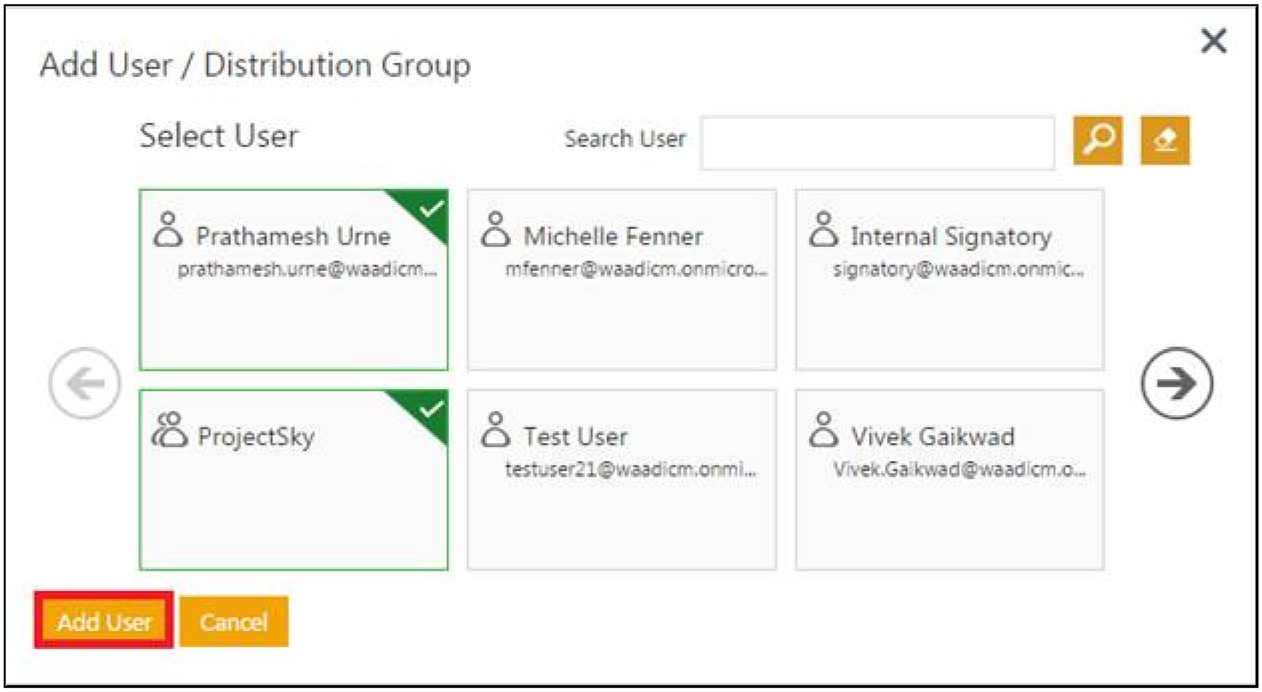
The **Users** tab allows you to add users and distribution groups individually.

To add a user or distribution group:

1. On the **User/ Distribution Group** page, click the  icon alongside **User/ Distribution Group.**



2. On the **Add User/ Distribution Group** page, select the appropriate user or distribution group and click **Add User.**



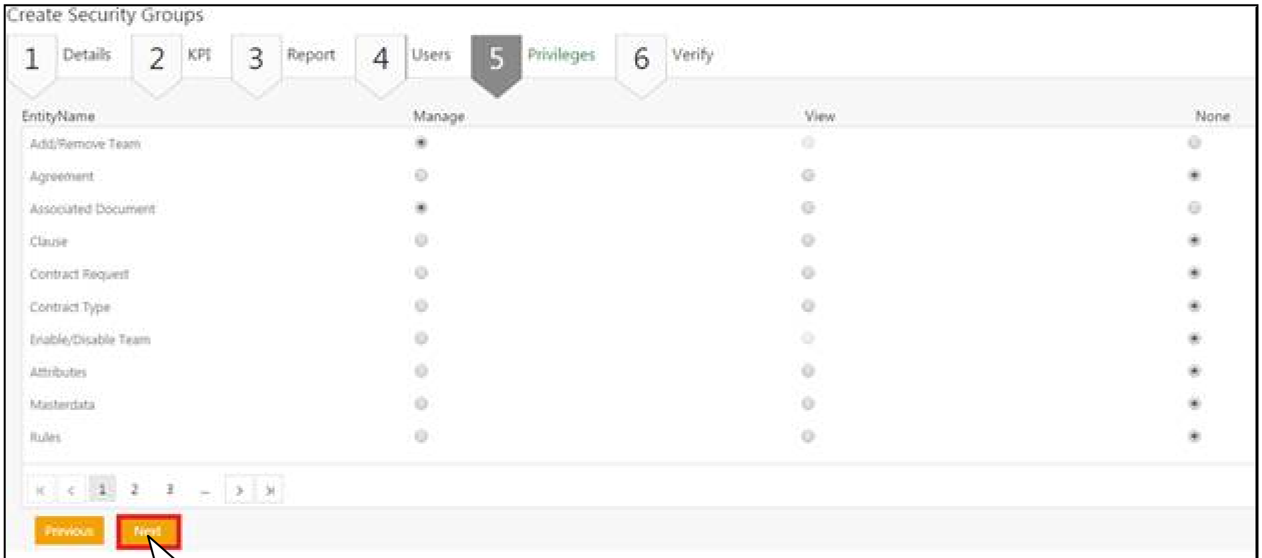
Once you have added a new user or distribution group on the *User/Distribution Group* page, click **Next.** The **Privileges** tab appears.

Privileges

The **Privileges** tab allows you to provide access to various entities like agreements, clauses, and contract types and so on for the selected group. On the **Privileges** tab, you can do the following.

- **Manage:** Click this button alongside any particular entity under **Manage** to provide complete access to the user for a particular entity.
- **View:** Click this button alongside a particular entity to allow the user to view the entity.
- **None:** Click this button alongside particular entity to prevent a user from accessing entity.

Once you provide appropriate privileges to the user from the **Privileges** tab, click **Next.** The **Verify** page appears.

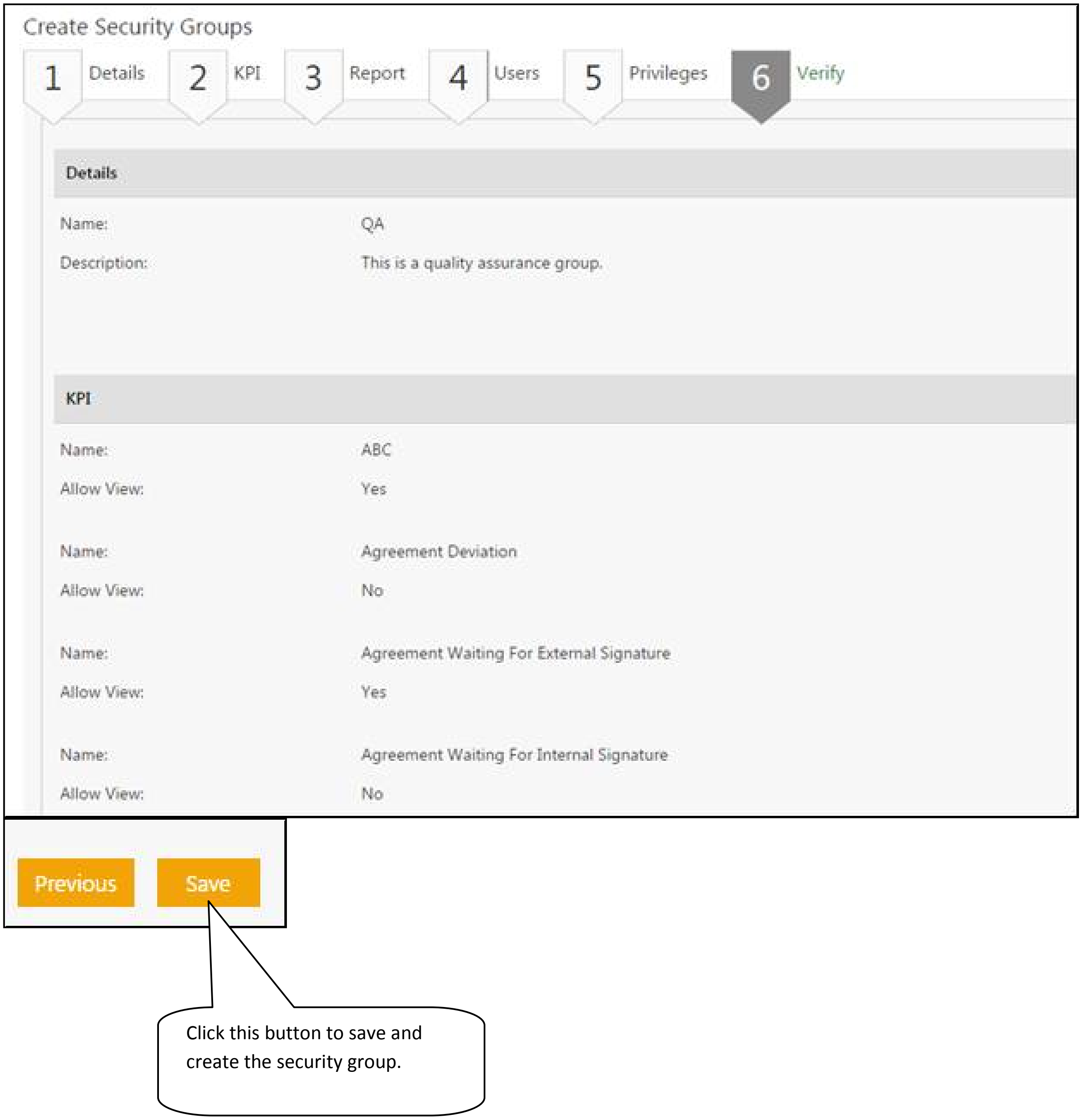


Click Next to go to the Verify page.

Verify

Once you have entered all the information, verify the information on the **Verify** tab.

If you want to make any changes to the information you entered, click **Previous** else click **Save.**



The security group you created will appear in the list of security groups.