

How to Manager Users in a Department Module



SP Marketplace

User Roles



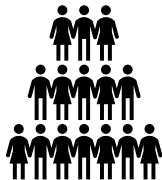
Administrator

Full Control Permissions
Administers, changes, user mgt



Department Staff

Contribute level of Permissions
Uses application within their function



Employees, Customers etc.

Read only level of Permissions
Read only except for new submissions



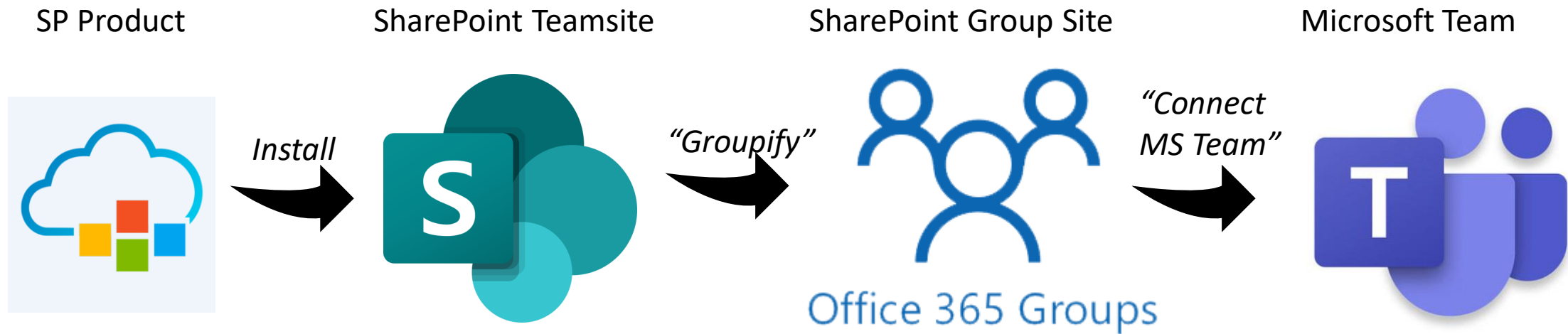
Office 365 Groups



Two Types of User Security in the Application

Department based Products Setup

IT, HR, Facilities, CS, Safety, Generic Dept




Role	SharePoint	SharePoint (SPMP)	Office 365 Group	MS Teams
Administrator	Site Collection Admin	SPAdmin	Owner	Owner
Staff Member	Member	XXXStaff	Member	Member
Employee		Everyone Else	Visitor	N/A

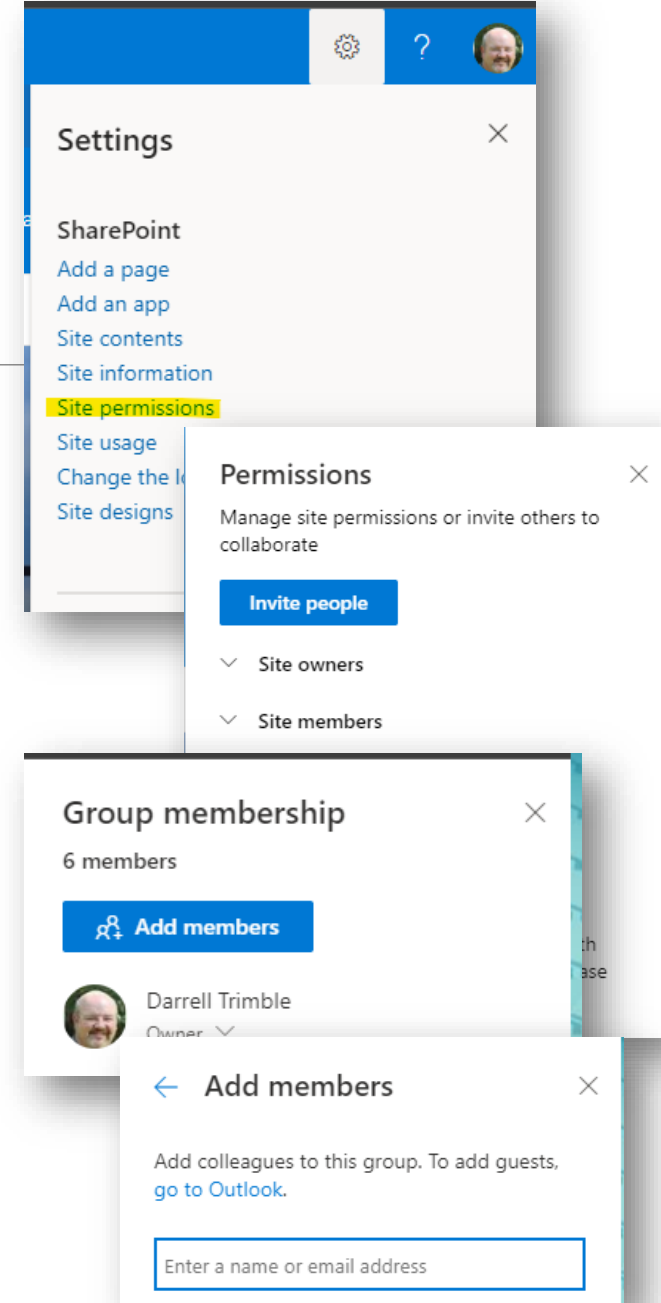




How to add a new Dept Staff member (part 1)

Add the User to the Office 365 Group

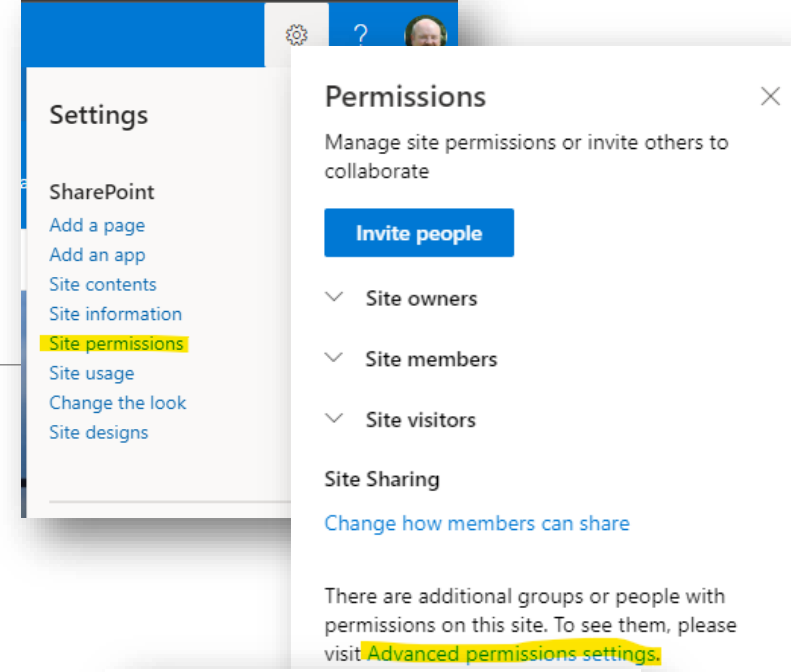
1. Click the Cog  in the upper left hand corner of the Staff Portal Home Page
2. Select Site Permissions
3. Click on Invite people > Add members – enter name of new Staff member
4. They are now part of the Office 365 Group




The screenshot illustrates the steps to add a new member to an Office 365 group. It shows the 'Settings' menu with 'Site permissions' highlighted. The 'Permissions' dialog box is open, showing the 'Invite people' button. The 'Group membership' dialog box is also open, showing the 'Add members' button and a list of current members, including Darrell Trimble (Owner). The 'Add members' dialog box is open, showing the 'Add members' button and a text input field for entering a name or email address.

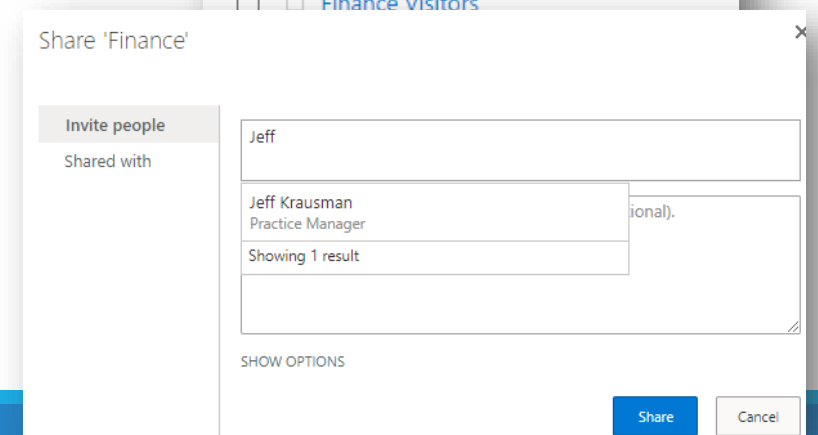
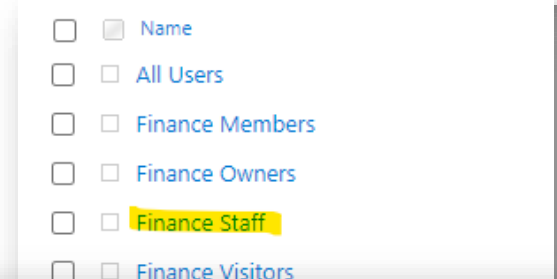


How to add a new Dept Staff member (part 2)



Add the User to the SharePoint Group

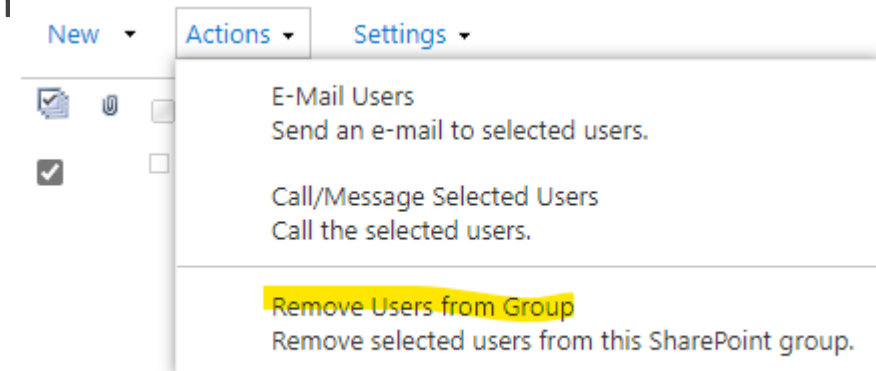
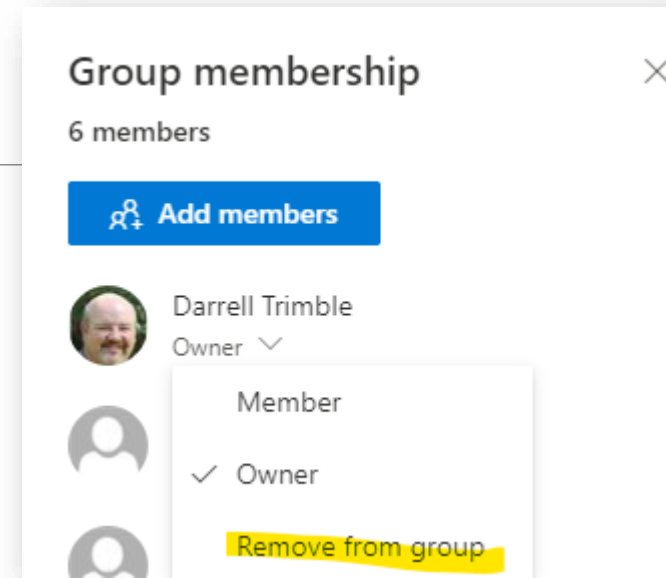
1. Click the Cog  in the upper left hand corner of the Staff Portal Home Page
2. Select Site Permissions
3. Click on Advanced permissions settings
4. This takes you to the SharePoint Groups Page
5. Click on the XXXX Staff Group
6. Add the new user to the group
7. The user will now be part of the SharePoint Staff Group



How to Remove a Dept User

Reverse the Add Process:

1. Remove from Office 365 Group
2. Click on “Members > select User > select Remove
3. Remove from SharePoint Group
4. Go to Cog > Select Permissions > Select Advanced Permission
Select Staff Group
5. Select User in check box (on left) > Click Action in menu
6. Remove User from group



To see the process live, check out the product training videos on the SP Product Resources Page

