

Managing my Business Group

At the time of its creation, a business group (BG) contains only one user, that is the Principal Investigator that submitted request for the account on the cloud platform.

This user has the *group manager* role inside his business group and can add more users to it.

The screenshot shows the 'Edit Business Group: Documentazione' page in the 'Administration' tab. The left sidebar contains a menu with 'Approval Policies', 'Users & Groups', 'Business Groups', and 'Catalog Management'. The main content area has tabs for 'General', 'Members', and 'Infrastructure'. The 'Members' tab is active, showing four roles: 'Group manager role', 'Support role', 'Shared access role', and 'User role'. Each role has a search bar and a table of users. The 'Group manager role' table shows one user: 'Nome Cognome (nome.cognome@unimib.it)'. The other three roles show 'No data selected'.

In order to add a user to a role in your business group, you must be a group manager.

Go to *Administration* tab, expand *Users & Groups* e select *Business Groups*.

In the table on the right click on your business group name. Now you'll see some pieces of information, divided into three tabs.

Click the *Members* tab and you'll see the four business group roles with their entitled users.

To add a user click right next to its name and start writing the user name you are searching.

The click on the magnifying glass icon and a selection of the users that match your string will appear. You should find the person you were looking for in that list. If you cannot find her, try using only a surname or inverting name and surname.

Remember that you can add to your business group ONLY persons that have a University account, that is @unimib.it or @campus.unimib.it

If you actually cannot find the person you are looking for, open a support request at the following link, specifying as many details as you can:

<https://servicedesk.unimib.it/secure/CreateIssue.jspx?pid=10604&issuetype=10035>

Once you are done, just press the **FINISH** button and the new users will be added to the business group. When they will enter the platform they will see your same catalog.