

Manage User & Groups

Overview

Now that your Excel Workbook is connected to your JIRA, you can go forward with Users and Groups Management :

- by **creating new Users** and **granting/revoking Project Roles** and **Groups** memberships
- and also by preparing more than one project ...

Manage Project Role Membership

From the **ProjectUser** sheet, you are able to process with following operations ...

	How to process ...	
Create User	Specify required attributes <ul style="list-style-type: none">• The User Name (column <i>User/Group Name</i>)• The Display Name• The Email Address	
Update User Details	Modify <ul style="list-style-type: none">• The Display Name• The Email Address	
Grant User or Group to Project Role	Apply a cross (x) in corresponding cell	
Revoke User or Group from Project Role	Remove the cross (x) from corresponding cell	
Grant User or Group to Group	Apply a cross (x) in corresponding cell	
Revoke User or Group from Group	Apply a dash (-) in corresponding cell	

Manage additional Projects

In some case, you may need to prepare the Access to Project Role and Groups for many projects ..

It is not required to duplicate the Excel Workbook, but you can just duplicate the Sheet in the same Workbook. Excel will request to confirm the usage of same Name for Cell Range. You confirm it without risk. After you will have 2 distinct Sheet where you will be able to prepare Project Role and Groups for distinct projects ...

