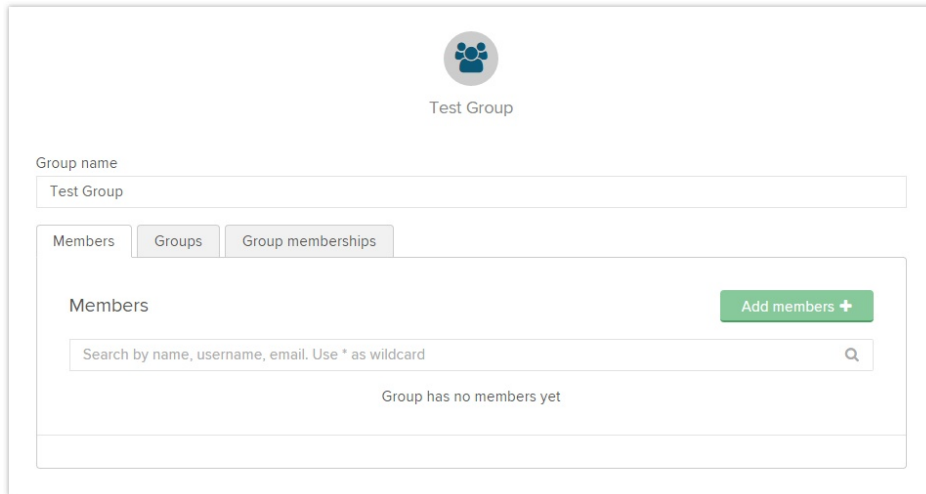


Groups

Before you start grouping, you should be familiar with the underlying [structure](#) of Celonis 4.

To add or edit groups, please click on *Groups* in the Settings dropdown. This will open the user management interface where you can see all existing groups. Clicking on the [Add group](#) button allows you to add a new group.

You have to specify the name and can then [Add users](#) or save the group empty by pressing [Done](#). If you decide to add the users instantly, you will see this form:



The screenshot shows a web interface for managing a group named "Test Group". At the top, there is a group icon (three people) and the name "Test Group". Below this is a form with a "Group name" field containing "Test Group". Underneath the form are three tabs: "Members", "Groups", and "Group memberships". The "Members" tab is active, showing a section titled "Members" with a green "Add members +" button. Below the button is a search bar with the placeholder text "Search by name, username, email. Use * as wildcard" and a magnifying glass icon. At the bottom of the search area, it says "Group has no members yet".

Add members by clicking on the green button. You can then view, search and remove the members.

You can also add groups in the groups tab or view if the group itself belongs to another group. If you want to add this group to a superior group, you have to do this in the groups tab of the superior group.

When you have set up your groups, you can start to [set permissions](#).