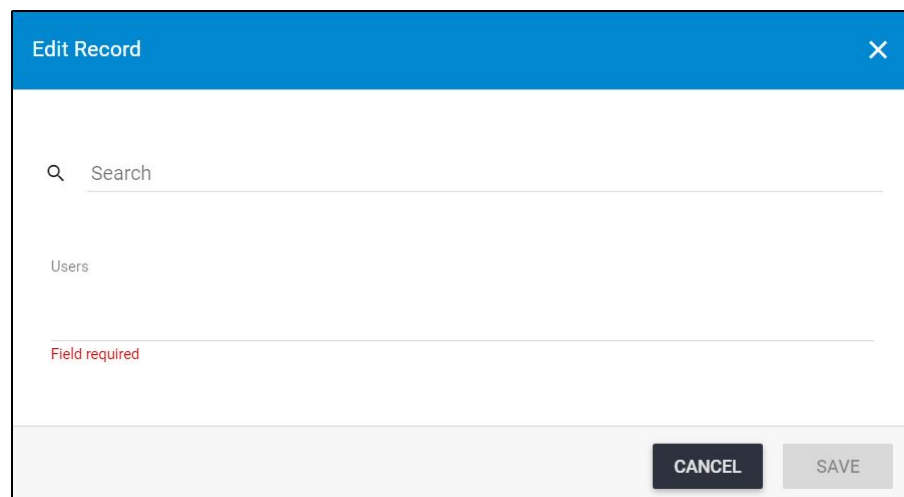## Manage collection users

Note:

- This function is only available for collections of type "Criteria".

You can add users to collections to enable users to access the collection, or remove users from collections. To set users to a collection, follow these steps:

1. View the collection then go to **Users** tab and click , the following window appears:

2. Select the users you want,
3. Click **Save**, the selected users are assigned to the collection.

To remove any of the users assigned to the collection, select the user(s) you want to delete from the list then click the **Delete** button, or select "Delete Record" from the Actions menu next to the user.

You can activate the deleted users by selecting the records then clicking the **Activate** button, or selecting "Activate Record" from Actions menu next to the record.