

Groups

Groups are an alternative way to organize users, that can be used in example for cross-node grouping or temporary grouping to simplify some operation.

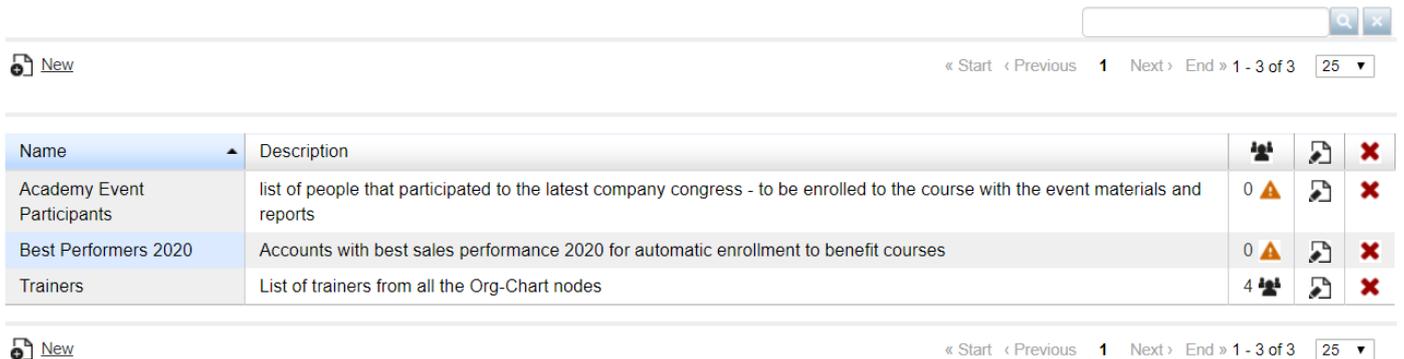
The groups feature can be managed from:

Admin > Users > Groups Management

Create Groups

Use the “new” button to create new groups

Groups



The screenshot displays the 'Groups Management' interface. At the top, there is a search bar and a 'New' button. Below the search bar, there are navigation controls: « Start < Previous 1 Next > End » 1 - 3 of 3 and a dropdown menu set to 25. The main content is a table with three columns: Name, Description, and a column with icons for user management. The table contains three rows of data.

Name	Description			
Academy Event Participants	list of people that participated to the latest company congress - to be enrolled to the course with the event materials and reports	0		
Best Performers 2020	Accounts with best sales performance 2020 for automatic enrollment to benefit courses	0		
Trainers	List of trainers from all the Org-Chart nodes	4		

Add Users

Clicking on the icon in users column, you can:

1. **Select** and add users to the group
2. **Import** a list of existing users as a CSV file containing the usernames (users must already exist)

Search

[Assign users](#) [Import](#)

« Start < Previous 1 Next > End » 1 - 4 of 4 25 ▾

Username	First name	Last name	
aabadi	Asma	Abadi	✘
baswad	Batul	Aswad	✘
bjamison	Bobby	Jamison	✘
ivassiliev	Igor	Vassiliev	✘

[Assign users](#) [Import](#)

« Start < Previous 1 Next > End » 1 - 4 of 4 25 ▾

Revision #2

Created 1 February 2024 15:28:35 by Lorenzo Polizzi

Updated 14 October 2024 19:42:04 by Lorenzo Polizzi