

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

New

« Start

Previous

1

Next »

End »

1 - 3 of 3

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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		

New

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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

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

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