NetExplorer

Add a group on the NetExplorer platform

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As an administrator, after creating new users you will be able to integrate them into a new group or an existing one. A group contains several users. It's used to **simplify administration tasks** and can be delegated to a user who's not an administrator. The notion of group is not mandatory. We recommend it when you have many users and want to simplify administration tasks.

To create a new group

- Go to your **NetExplorer platform**, **Administration section**.

- In the **Groups tab**, select Add a group
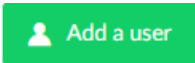
Add a group ✕

GENERAL DELEGATES CONNECTION OPTIONS

Name of the group :

👤 **Add a user**

USER ▾	ACTIONS ⋮
	No result

PREVIOUS NEXT

Cancel 💾 Save

- Specify the group name you've chosen,
- To add members, click on 👤 Add a user
- Select membres who'll be part of the group with button ➕
- Click on ➕ Pick (1) . Your selected users are added.
- Click on 💾 Save

Sample group

You have a sales people team with whom you share documents in common. You can create a group called "Sales Department" and add your sales representatives' user accounts.

Advantages:

- **Facilitates the documents or files** sharing and distribution .
- **You save time** by indicating to the group and not to each user the access rights and the email alerts.

Notes

- Even if rights access to a folder are assigned to a user through his group, you can redefine them by adding or removing rights directly with his user account.
- Once the group has been created, it must be assigned rights. To do this, you must configure the rights access to the group directly on the folders in the LIBRARY.