

Create workgroups


Nicolas ARBOUIN - 2024-02-27 - Collaborate securely

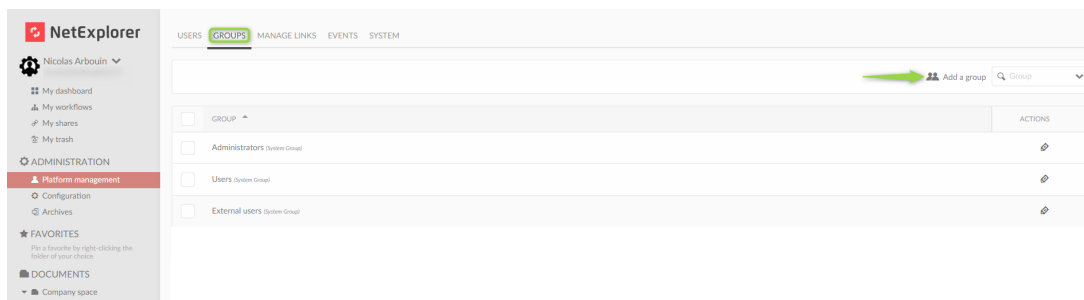
Create workgroups

Regroup users having the same accesses, enhance, organize and save time

This page is dedicated to administrators

Create your groups

Using an administrator account, go to Platform Management, then in the "Groups" tab and create your group using  **Add a group**




Add members with the "Add" button,

Add a group ✕


GENERAL DELEGATES CONNECTION OPTIONS

Name of the group :

 Add a user


USER	ACTIONS
No result	







PREVIOUS NEXT

Cancel  Save


then validate and save. You can add several in a row.


Pick a user ✕


User, Email 


LOGIN	EMAIL	ACTIONS
 AuthorizedUser		+
 EMCINTOSH (Eddy MCINTOSH)		-
 [blurred]	[blurred]	+
 JSMITH (JOHN SMITH)		-
 LMATTES (Lucas MATTES)		-
 [blurred]	[blurred]	+

Display entries 1 to 7 of 7 PREVIOUS **1** NEXT

 Eddy MCINTOSH

 JOHN SMITH

 Lucas MATTES

Cancel  Pick (3)


Finally click on  Pick (3) and then  Save







Once validated, you will see the added users

Edit a group ✕

GENERAL DELEGATES CONNECTION OPTIONS

Name of the group : SALES SERVICE (ID : 352)

 Add a user

USER ▾	ACTIONS ⋮
EMCINTOSH - (Eddy MCINTOSH)	 
JSMITH - (JOHN SMITH)	 
LMATTES - (Lucas MATTES)	 

Display entries 1 to 3 of 3 PREVIOUS **1** NEXT

You can now set [access rights](#).

For further information about access rights, [see that page](#).

Tags

ajouter un groupe

créer

gérer

groupe

groupes