

Create workgroups


Nicolas ARBOUIN - 2024-02-27 - Collaborate securely

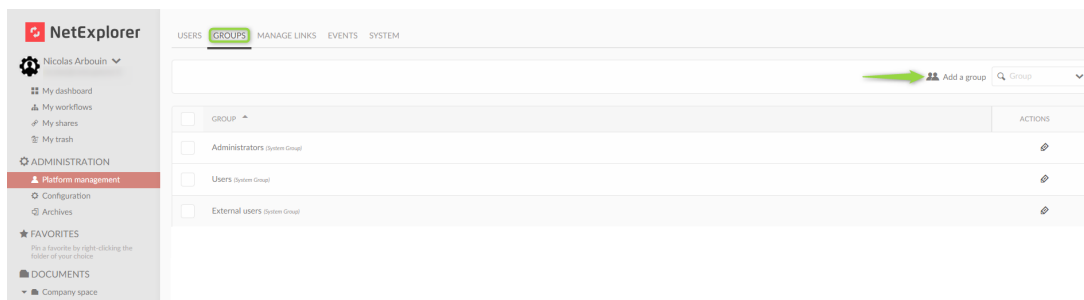
Create workgroups

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 button  Add a group



Add members with the "Add" button,

Add a group

×

GENERAL
DELEGATES
CONNECTION OPTIONS

Name of the group :
SALES SERVICE

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

Q

LOGIN

EMAIL

ACTIONS

AuthorizedUser

+

EMCINTOSH (Eddy MCINTOSH)

-

GV

+

JSMITH (JOHN SMITH)

-

LMATTES (Lucas MATTES)

-

⚙

+

Display entries 1 to 7 of 7

10 entries by page

PREVIOUS

1

NEXT

EM

Eddy MCINTOSH

JS

JOHN SMITH

LM

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)	<div></div> <div></div>
JSMITH - (JOHN SMITH)	<div></div> <div></div>
LMATTES - (Lucas MATTES)	<div></div> <div></div>

Display entries 1 to 3 of 3

10 entries by page

PREVIOUS

1

NEXT

Cancel

Save

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

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

Tags

ajouter un groupe

créer

gérer

groupe

groupes