

Create workgroups


Nicolas ARBOUIN - 2024-02-27 - Collaborate securely

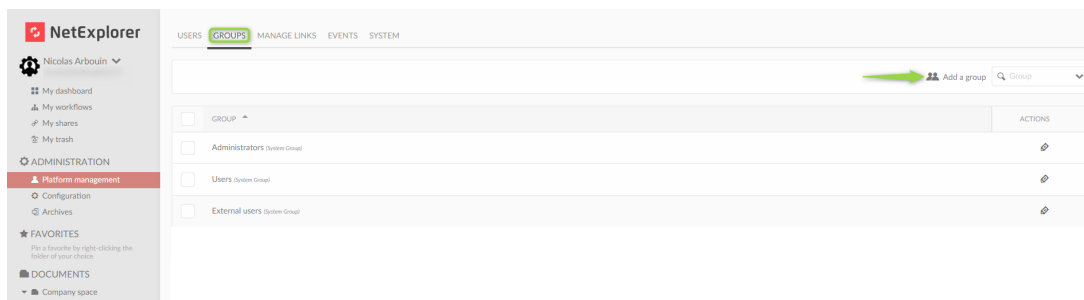
Create workgroups

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)		-
GV		+
JSMITH (JOHN SMITH)		-
LMATTES (Lucas MATTES)		-
		+

Display entries 1 to 7 of 7

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)	 
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

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groupes