

Create workgroups


Nicolas ARBOUIN - 2024-02-27 - Collaborate securely

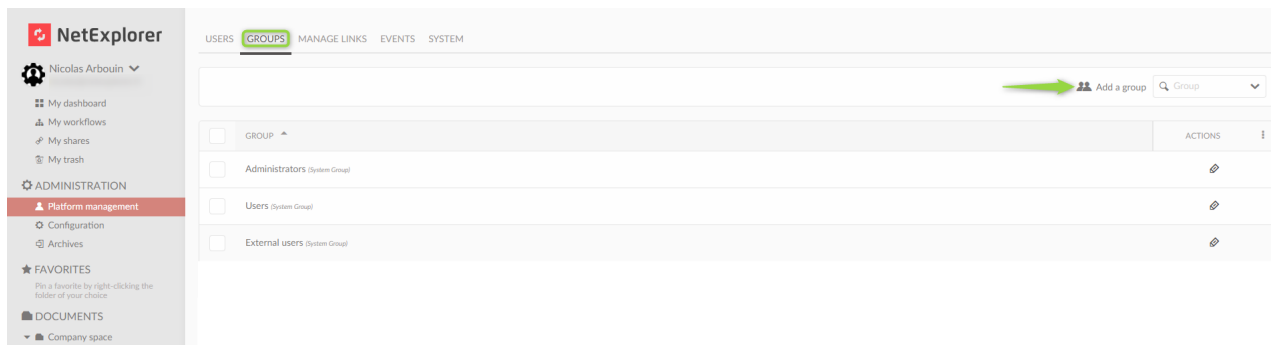
Create workgroups

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		<input style="background-color: #00aaff; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="+"/>
EMCINTOSH (Eddy MCINTOSH)		<input style="background-color: #00aaff; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="-"/>
[REDACTED]	[REDACTED]	<input style="background-color: #00aaff; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="+"/>
JSMITH (JOHN SMITH)		<input style="background-color: #00aaff; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="-"/>
LMATTES (Lucas MATTES)		<input style="background-color: #00aaff; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="-"/>
[REDACTED]	[REDACTED]	<input style="background-color: #00aaff; color: white; border: none; padding: 2px 5px; border-radius: 3px;" type="button" value="+"/>

Display entries 1 to 7 of 7

Eddy MCINTOSH

JOHN SMITH

Lucas MATTES


Finally click on and then







Once validated, you will see the added users

Edit a group ✕

GENERAL DELEGATES CONNECTION OPTIONS

Name of the group : (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