

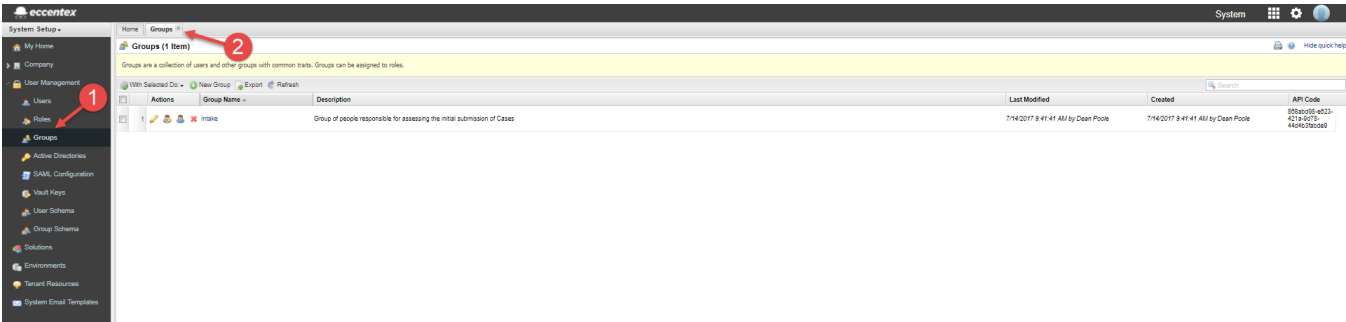
# 2.3 Groups

## 1 | Description

Groups are a collection of users and other groups with common traits. Groups can also be assigned to roles.

## 2 | Navigating to Groups

Navigate to **User Management > Groups** and a tab will appear showing a list of current groups within the tenancy:



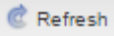






## 3 | Groups Tab

The Groups tab will list all the groups currently defined within the tenancy no matter which solution they are tied to. The following information is displayed for each group:

Attribute	Description
Actions	Lists the actions available for each group such as delete, edit and assignment.
Group Name	The name of the group.
Description	A description of the group as entered by the developer when creating/updating the group.
Last Modified	Date and name of the person who last modified the group record.
Created	Date and name of the person who created the group record.
API Code	The unique API Permanent ID for the group.

The following actions are available for groups:

Name	Icon	Properties
Screen Icons		
Print		Prints the current page
Help		Opens the Help Window
List Actions		
Multiple Delete		Deletes multiple groups.  1. Select the <b>groups</b> to be deleted 2. Click <b>With Selected Do</b> 3. Select <b>Delete</b>
New Group		Creates a new group
Export		Exports the list to an Excel file

Refresh		Refreshes the list
<b>Row Actions</b>		
Edit		Opens the group detail form for editing
Roles		Allows you to assign specific roles to the group
Users		Allows you to assign specific users to the group
Delete		Deletes a group
<b>Search Actions</b>		
Search		Search for the term entered in the search text field
Clear Search		Clear the text entered in the search text field