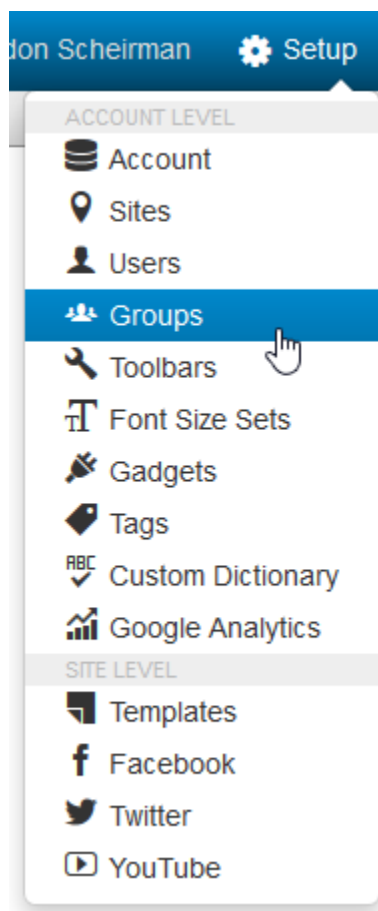


Groups

Overview

Administrators can create groups of users from **Setup > Groups**. Groups play an important role in the configuration of access settings inside OU Campus, as only members of an assigned group have the ability to access or use certain portions of the interface or file structure. Administrators use groups to assign access to assets, directories, pages, and editable regions inside of the site, to grant access to alternative production targets, to assign or revoke publishing privileges, and much more. While a single user can belong to as many groups as they want, access settings to a particular location or feature can only be assigned to one group at a time. For more information about the role of groups in access and workflow, please visit the [Access Settings](#) page.



From **Setup > Groups**, administrators can create, edit, and delete the groups configured for the account. Groups, like users, are available for all sites within an account. Once a group has been created, members can be added or removed, but the name of a group cannot be edited. Deleting a user from the system automatically deletes that user from any groups they belonged to.

By default, every account will have one group entitled "Everyone" that will include all users that exist in this account; this group cannot be modified or deleted.

The Groups screen includes the following features and functionality:

- The number of groups in the account
- Filter tool to narrow results by group name and number of members
- The ability to create a new group
- Checkboxes to select multiple groups for deleting groups or adding users
- Sortable table headers by name or by number of members
- The ability to edit, copy, and delete existing groups

Groups (3) + New ?

<input type="checkbox"/>	Name ^	Members	Options
	Everyone	11	
<input type="checkbox"/>	Team Cap	5	Edit Copy Delete
<input type="checkbox"/>	Team Stark	4	

Creating a New Group

1. Navigate to **Setup > Groups**.
2. Click the **New** button in the upper right-hand corner of the **Groups** screen.
3. Define a **Name** for the group. Keep in mind that this cannot be changed once saved.
4. Select users to add them to the group; the green checkmark indicates they will be added. Users can be filtered by name, and all or none selected as well.

New Group ?

Name

Members

Available Users

Hide 4 selected All | None

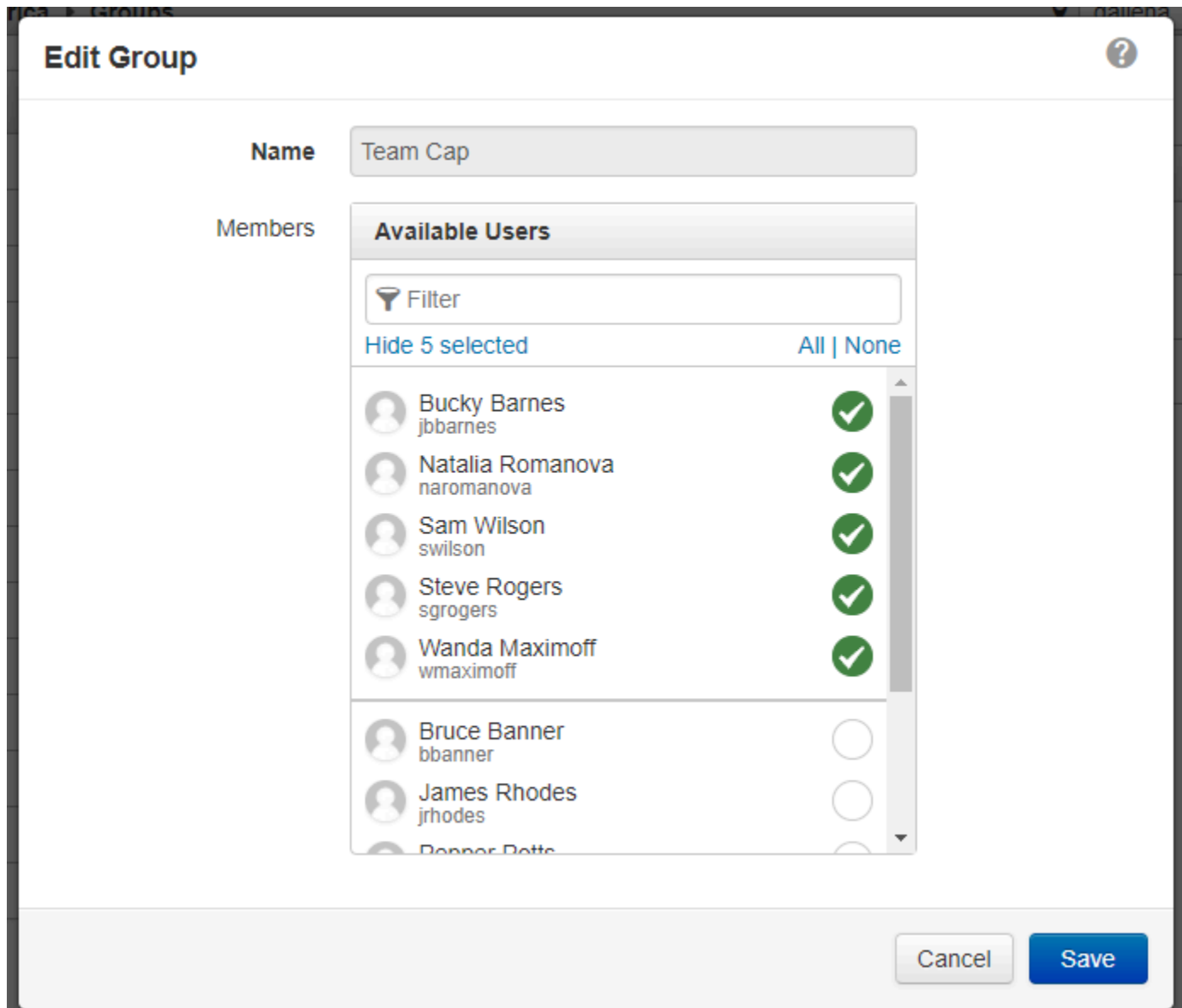
<input type="radio"/>	Bruce Banner bbanner	<input type="radio"/>
<input checked="" type="checkbox"/>	Bucky Barnes jbarnes	<input checked="" type="checkbox"/>
<input type="radio"/>	James Rhodes jrhodes	<input type="radio"/>
<input checked="" type="checkbox"/>	Natalia Romanova naromanova	<input checked="" type="checkbox"/>
<input type="radio"/>	Pepper Potts ppotts	<input type="radio"/>
<input checked="" type="checkbox"/>	Sam Wilson swilson	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Steve Rogers sgrogers	<input checked="" type="checkbox"/>
<input type="radio"/>	Thor Odinson todinson	<input type="radio"/>

5. Click **Save** when done.

Groups can also be created from **Setup > Users** by selecting multiple checkboxes in the Users list view and clicking **Create Group** in the table header. Groups containing a single user can also be created automatically when that user is created. The **Create Group** checkbox under New User Options allows for this feature. For more information about Users, visit the [Users](#) page.

Edit

Hover over a group and select **Edit**, or click on the group name, to bring up the Edit Group Modal. From here you can select which users you want to add to or remove from the group.











Edit Group ?

Name

Members

Available Users

Hide 5 selected All | None

<input checked="" type="checkbox"/>	 Bucky Barnes jbbarnes	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 Natalia Romanova naromanova	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 Sam Wilson swilson	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 Steve Rogers sgrogers	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	 Wanda Maximoff wmaximoff	<input checked="" type="checkbox"/>
<input type="checkbox"/>	 Bruce Banner bbanner	<input type="checkbox"/>
<input type="checkbox"/>	 James Rhodes jrhodes	<input type="checkbox"/>
<input type="checkbox"/>	 Pepper Potts ppotts	<input type="checkbox"/>

Groups can be deleted by hovering over the group row and selecting **Delete** under the Options column, or by selecting the checkbox next to a group's name and clicking **Delete** in the table header. Multiple groups can be deleted at the same time by selecting multiple checkboxes and clicking **Delete**.

Adding Users to Multiple Groups

When multiple groups are selected, the "Add Users" option will appear in the top blue bar.

Groups (5)

[+ New](#) [?](#)

<input type="checkbox"/> 2 of 5 Groups selected	Select all 5 Groups	Add Users	Delete
<input checked="" type="checkbox"/> Avengers			3
Everyone			11
<input checked="" type="checkbox"/> Team Cap			5
<input type="checkbox"/> Team Stark			4
<input type="checkbox"/> Winter Soldier			4

Click this to bring up the **Add Users** modal. From here, multiple users can be selected and added to multiple groups.





Add Users

Groups

Available Groups

Filter

Hide 2 selected All | None









 Avengers	<input checked="" type="checkbox"/>
 Team Cap	<input checked="" type="checkbox"/>
 Team Stark	<input type="checkbox"/>
 Winter Soldier	<input type="checkbox"/>

Members

Available Users

Filter

Hide 4 selected All | None

 Bruce Banner bbanner	<input checked="" type="checkbox"/>
 Bucky Barnes jbarnes	<input type="checkbox"/>
 James Rhodes jrhodes	<input type="checkbox"/>
 Natalia Romanova naromanova	<input checked="" type="checkbox"/>
 Pepper Potts ppotts	<input type="checkbox"/>
 Sam Wilson swilson	<input type="checkbox"/>
 Steve Rogers sgrogers	<input checked="" type="checkbox"/>
 Thor Odinson tedinson	<input checked="" type="checkbox"/>

Cancel Assign

Copying Groups

Groups can be copied to cut down on the time it takes to create a group with similar membership as another group that already exists. To copy a group:

1. Navigate to **Setup > Groups**.
2. Hover over the group row that will be copied and click **Copy**.
3. The New Group modal appears with the previous group's users pre-populated. Add and remove group members as necessary.
4. Give the new group a name.
5. Click **Save**.
6. The new group has been created.

Groups and Implementation of Sites

It is possible to create empty groups if they are needed during the implementation process. Use Custom Reports to confirm that the users have been added to the appropriate groups as necessary.

Functionality settings are not assigned to a group. Only users can be assigned to a group and then a group can be used for assigning access; for example:

- To the production server, access to sites and publish targets, directories, pages, editable regions, assets, Twitter, Facebook, and templates
- For group members to be identified as publishers for sites, directories, pages, assets, blogs
- For editors of blog content

Groups can be defined during the implementation process if:

- Restrictions on editable regions to a particular group are necessary
- Access settings should be set during new section or new page creation
- Certain page properties should be granted to particular groups

If any of these requirements are needed, they can be built into the templates, and they should be discussed prior to the initial building of the templates, or at the very least, during the reviews of the templates prior to any content being migrated. The groups created as part of this process can be left empty until the users are created and/or imported into the system, but the initial creation of the empty group allows for the group to be included in the page templates.

Names can contain:

- Lowercase letters
- Uppercase letters
- Numerals 0 through 9 (inclusive)
- Underscores _
- Hyphens -
- Spaces
- Periods .

Names must:

- Be a minimum of two characters in length

Names must not:

- Be an empty string
- Be greater than 32 characters in length
- Be named "Everyone," as that is an existing system group and reserved