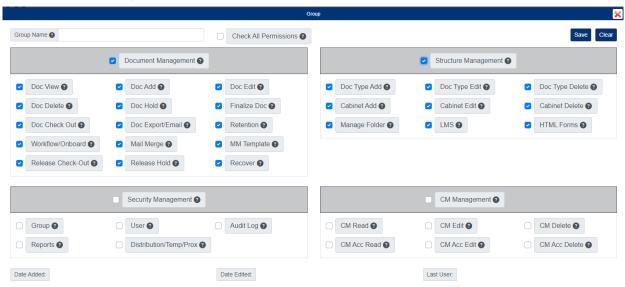
# **Manage Groups**

From the menu on the left-side of the screen, click Admin, then click Groups under the third column: <u>Security Management</u>.

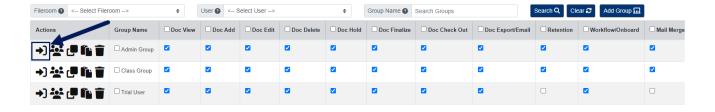
#### **Add Group**

1. Click the Add Group button.



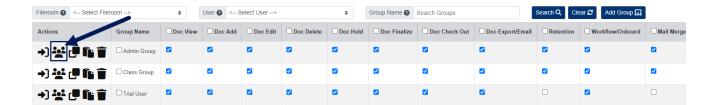
- 2. In the pop-up window, enter the Group Name.
- 3. Select the default permissions for the group.
- 4. Click the Save button when finished.

### **Assign Group to Fileroom**



- 1. Under the Actions column, click the Manage Filerooms button next to the group.
- 2. In the pop-up window, add the filerooms you want the group assigned to.
- 3. Close the window when finished.

### **Add Users to Existing Group**



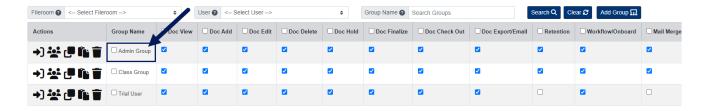
- 1. Under the Actions column, click the Add Users button next to the group.
- 2. In the pop-up window, add the users you want in the group.
- 3. Close the window when finished.

## **Edit User Permissions within Existing Group**



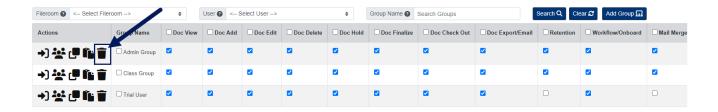
- 1. Under the Actions column, click the Add Users button next to the group.
- 2. In the pop-up window, edit the user permissions as needed.
- 3. Click the Save button when finished.
  - Clicking the Set Default button will set all users permissions to the default permissions set for the group.

### **Edit Default Permissions for Group**



- 1. Click the Group Name.
- 2. Update the default permissions for the group.
- 3. Click the Save button when finished.

#### **Delete Group**



- 1. Under the Actions column, click the Delete button next to the group. Deleting a group will not delete the users within the group.
- 2. Click Yes to confirm.