



<https://cloudblue.com>

[Documentation](#) [Modules](#) [Account Settings](#)

# Groups

This article has been generated from the online version of the documentation and might be out of date. Please, make sure to always refer to the online version of the documentation for the up-to-date information.

Auto-generated at January 13, 2026



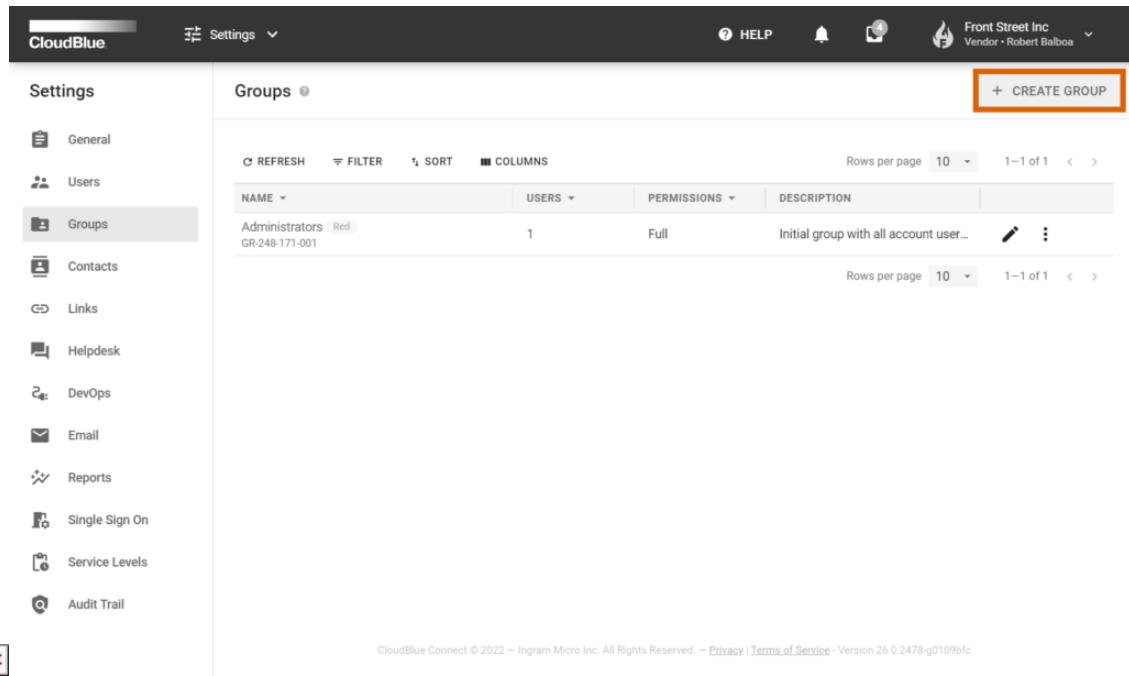
Access the **Groups** menu to create a new group of users, manage group permissions, add existing users to a group or delete groups from the account.

By default, the system provides a group that is called “Administrators”. This group includes all permissions that can be manually adjusted. Group permissions define what Connect modules are available for your specified group of users. Therefore, your users can access Connect modules that are included in their group permissions and cannot access excluded modules.

The following instructions showcase how to add groups to your account, manage your groups, and adjust group permissions on the CloudBlue Connect platform.

## Adding Groups

Click the **Add Group** button to launch a group creation wizard. The following wizard steps help you configure a new group:



NAME	USERS	PERMISSIONS	DESCRIPTION
Administrators (Red, GR-248-171-001)	1	Full	Initial group with all account user...

**CloudBlue** Settings  HELP    Front Street Inc  Vendor • Robert Balboa 

**Create Group – Step 1**

**1 General**

Name \* Developers

Color \* Blue

External ID dev\_ops

Description \* This group develops extensions and establishes integration with external systems.

81 / 156

**2 Permissions**

**3 Users**

**4 Summary**

**CANCEL** **NEXT**

CloudBlue Connect © 2022 – Ingram Micro Inc. All Rights Reserved. – [Privacy](#) | [Terms of Service](#) · Version 26.0.2478-g0109bfc

**CloudBlue** Settings  HELP    Front Street Inc  Vendor • Robert Balboa 

**Create Group – Step 2**

**1 General**

**2 Permissions**

**3 Users**

**4 Summary**

**Select permissions**

All All modules

Agreements Create and control the lifecycle of agreements (contract templates) with the Agreements

Commerce Set, manage, and update billing batches with the Commerce Management module

Contracts Create and manage contracts with your partners with the Contracts Management module

Customers View and manage your customers (tier accounts) with the Customers Management module

DevOps View and manage your automated operations with the DevOps module

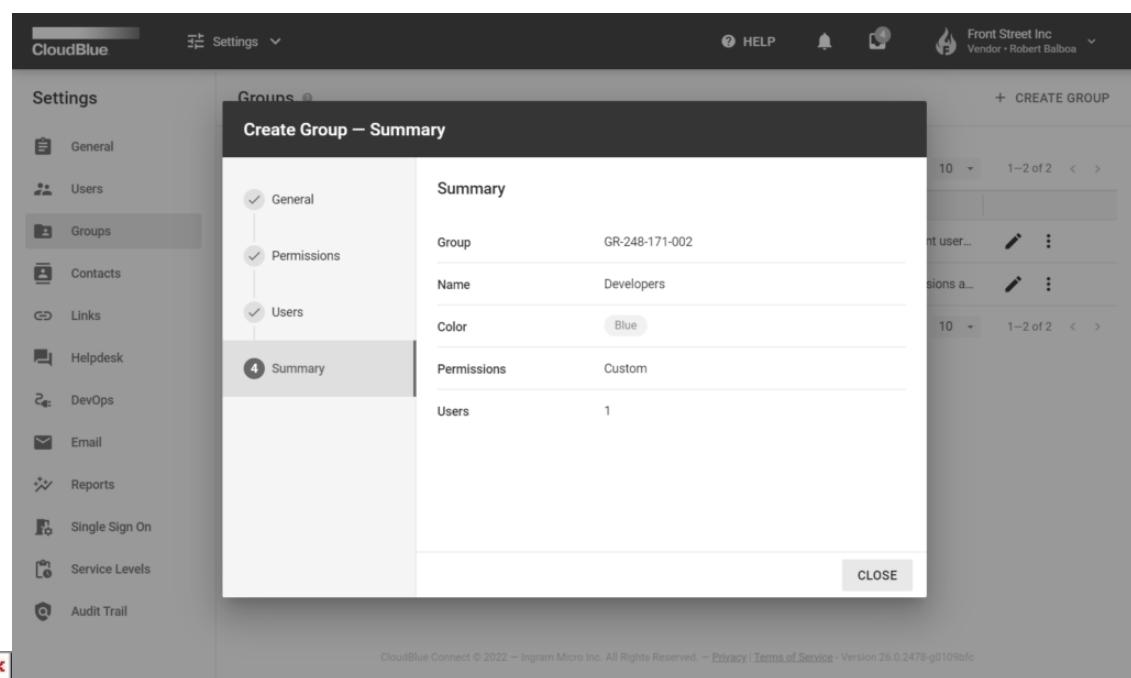
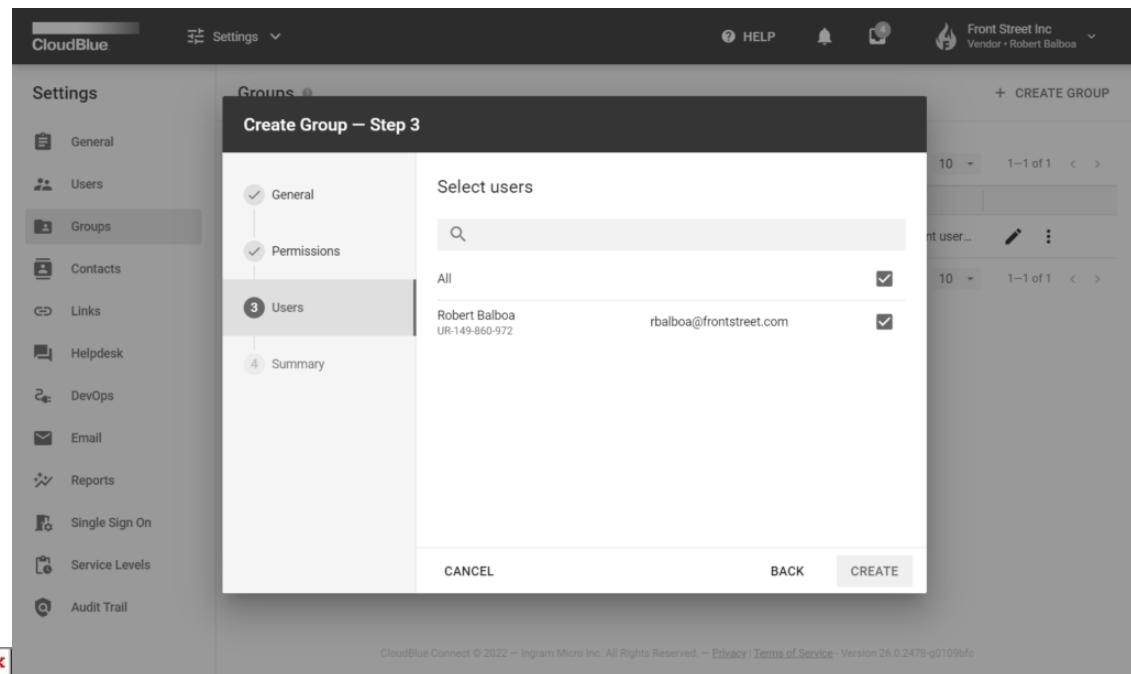
Integrations Create and manage API tokens, access information, and other integrations with the Integrations

Helpdesk Set, manage and update the cases with Helpdesk Management module.

Listings Monitor and process the queue of listing requests from your partners with the Listings Management

**CANCEL** **BACK** **NEXT**

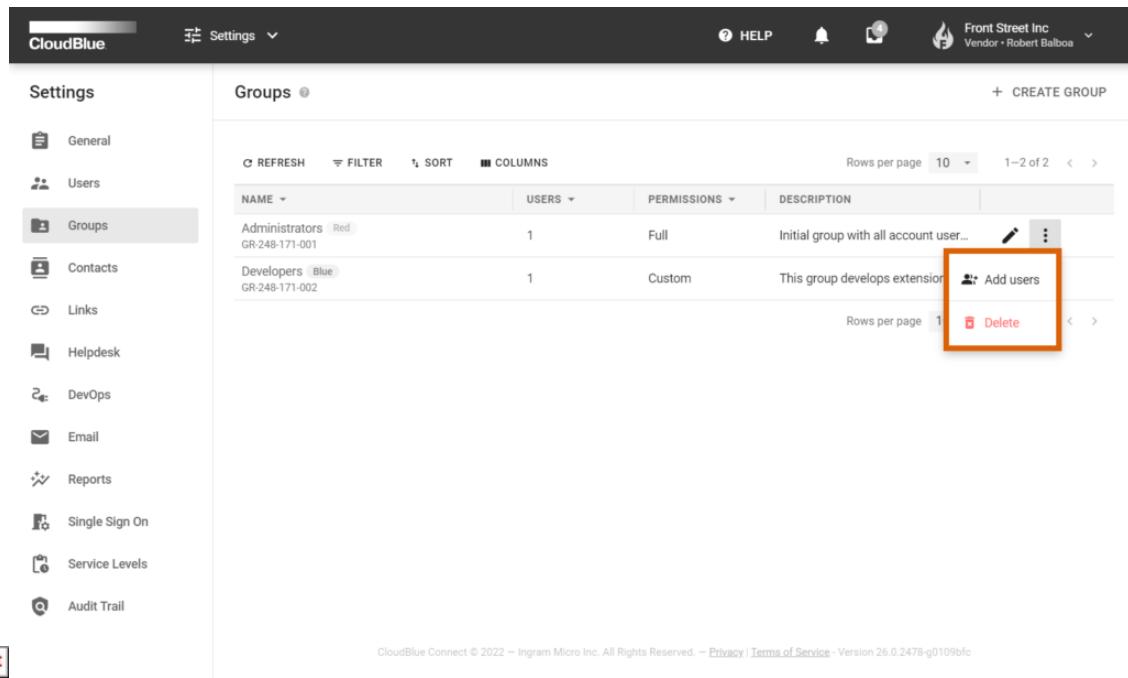
CloudBlue Connect © 2022 – Ingram Micro Inc. All Rights Reserved. – [Privacy](#) | [Terms of Service](#) · Version 26.0.2478-g0109bfc



- General:** Define your group name, color marker in the UI, description and external ID.
- Permissions:** Select required group permissions depending on the group functions.
- Users:** Select available account users.
- Summary:** Review your created group summary screen.

## Manage Your Groups

Locate your group and click the vertical ellipsis ( · ) icon on the corresponding row:



NAME	USERS	PERMISSIONS	DESCRIPTION
Administrators Red GR-248-171-001	1	Full	Initial group with all account user...
Developers Blue GR-248-171-002	1	Custom	This group develops extension...

Thereafter, click **Delete** to remove this group or click **Add users** to assign new users to your selected group.

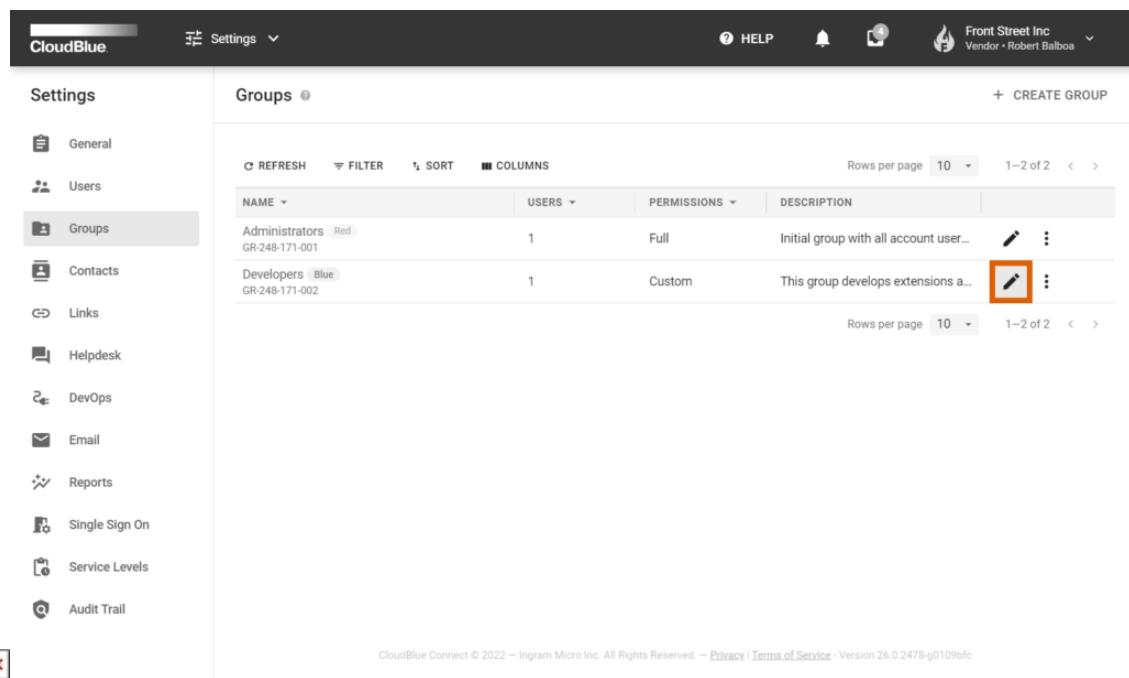


### Users and Groups

Note that each user must belong to at least one group. Therefore, make sure to assign your new users to a right user group with relevant permissions.

## Editing Groups

Edit permissions, included users and other general group data by clicking on the **edit** icon next to your selected group.



CloudBlue Settings Groups

REFRESH FILTER SORT COLUMNS

NAME USERS PERMISSIONS DESCRIPTION

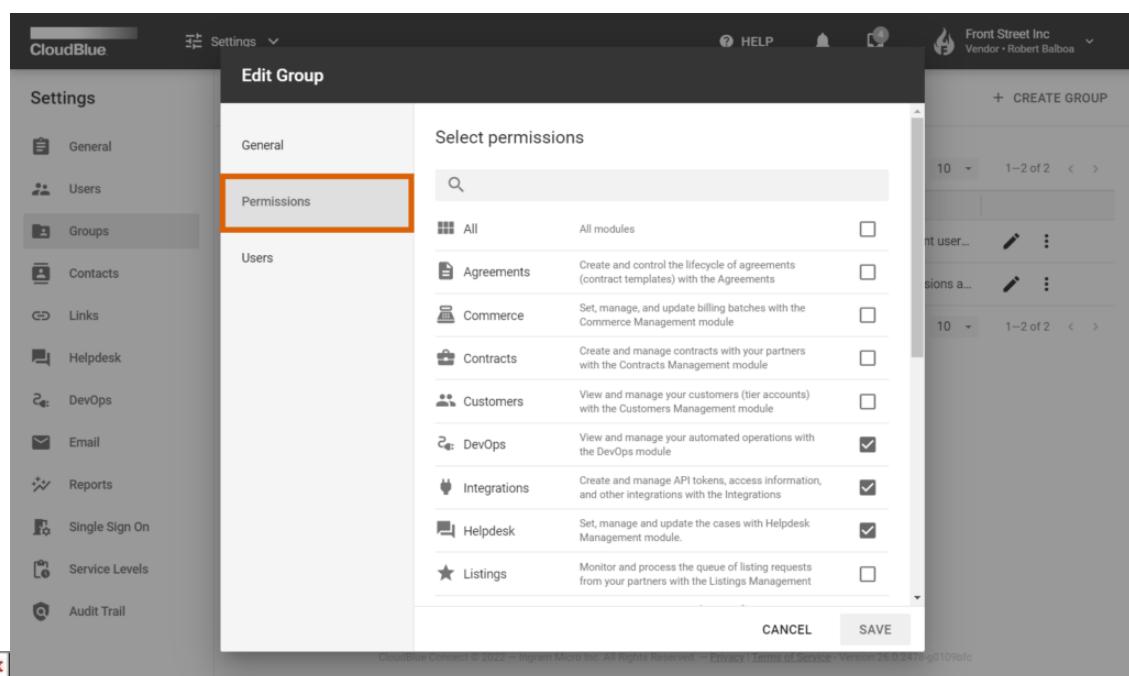
Administrators Red GR-248-171-001 1 Full Initial group with all account user...

Developers Blue GR-248-171-002 1 Custom This group develops extensions a...

ROWS PER PAGE 10 1-2 of 2

CREATE GROUP

ROWS PER PAGE 10 1-2 of 2



CloudBlue Settings Edit Group

General Select permissions

Permissions

Users

All All modules

Agreements Create and control the lifecycle of agreements (contract templates) with the Agreements module

Commerce Set, manage, and update billing batches with the Commerce Management module

Contracts Create and manage contracts with your partners with the Contracts Management module

Customers View and manage your customers (tier accounts) with the Customers Management module

DevOps View and manage your automated operations with the DevOps module

Integrations Create and manage API tokens, access information, and other integrations with the Integrations module

Helpdesk Set, manage and update the cases with Helpdesk Management module

Listings Monitor and process the queue of listing requests from your partners with the Listings Management module

CANCEL SAVE

CloudBlue Connect © 2022 – Ingram Micro Inc. All Rights Reserved. – Privacy | Terms of Service - Version 26.0.2478-g0109bfc

For instance, in case you need to change group permissions, navigate to the **Permissions** tab and exclude or include required Connect modules in the list.

Make sure to click the **Save** button to save your adjustments.