https://cloudblue.com

Groups

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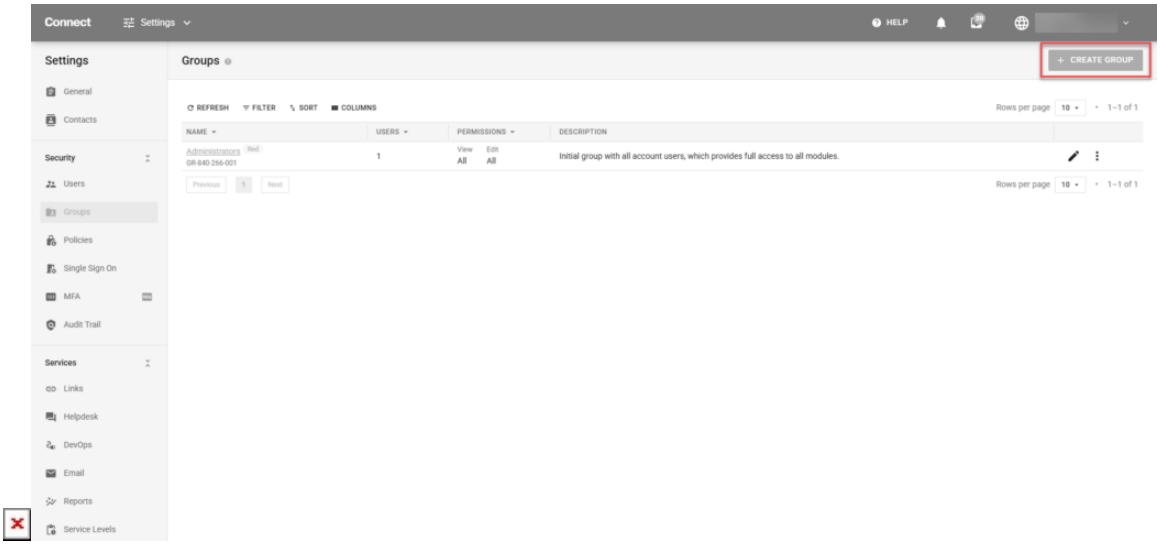
Access the **Groups** menu to create a new group of users, manage group permissions, add existing users to a group or delete groups from the account.

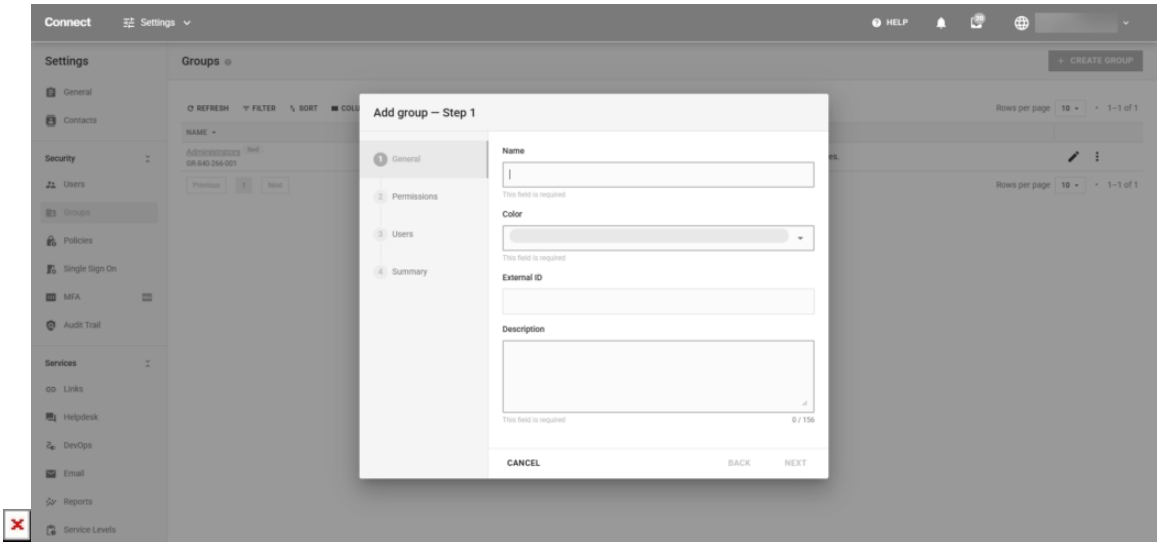
By default, the system provides a group that is called “Administrators”. This group includes all permissions that can be manually adjusted. Group permissions define what Connect modules are available for your specified group of users. Therefore, your users can access Connect modules that are included 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:





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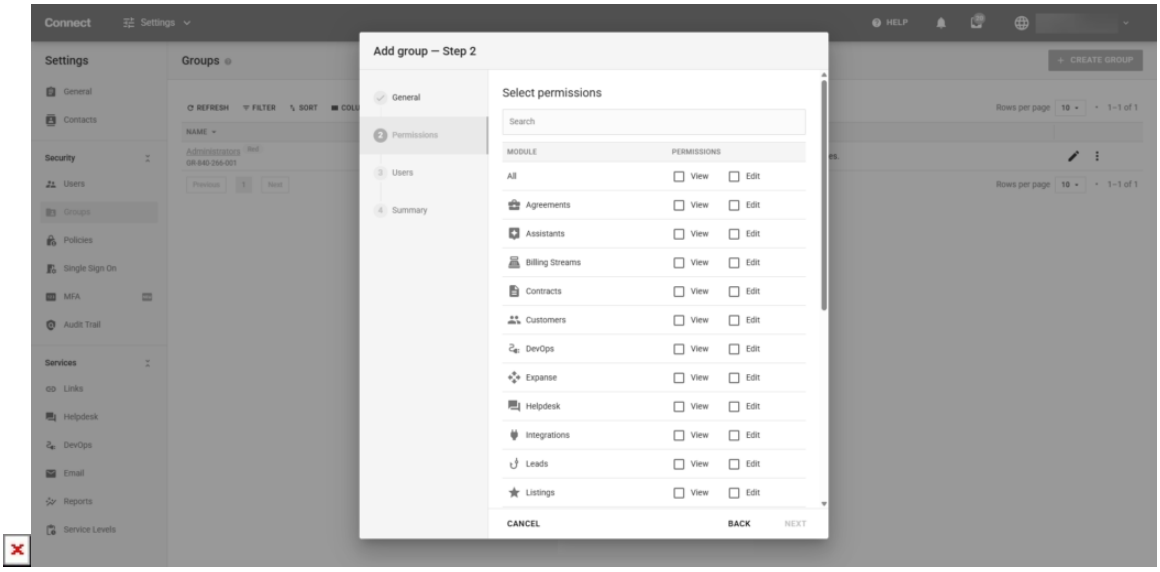

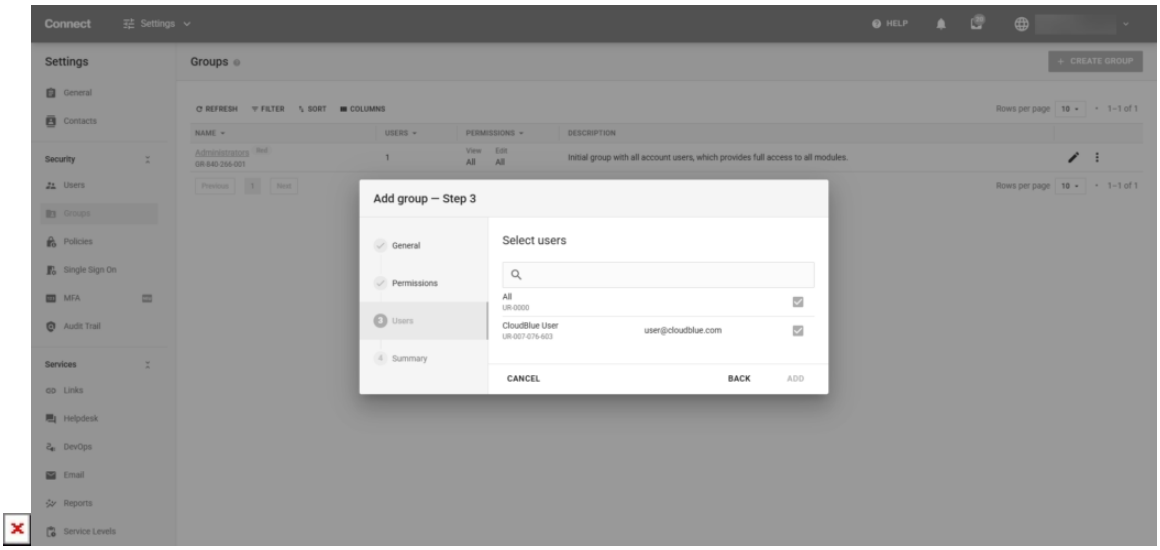

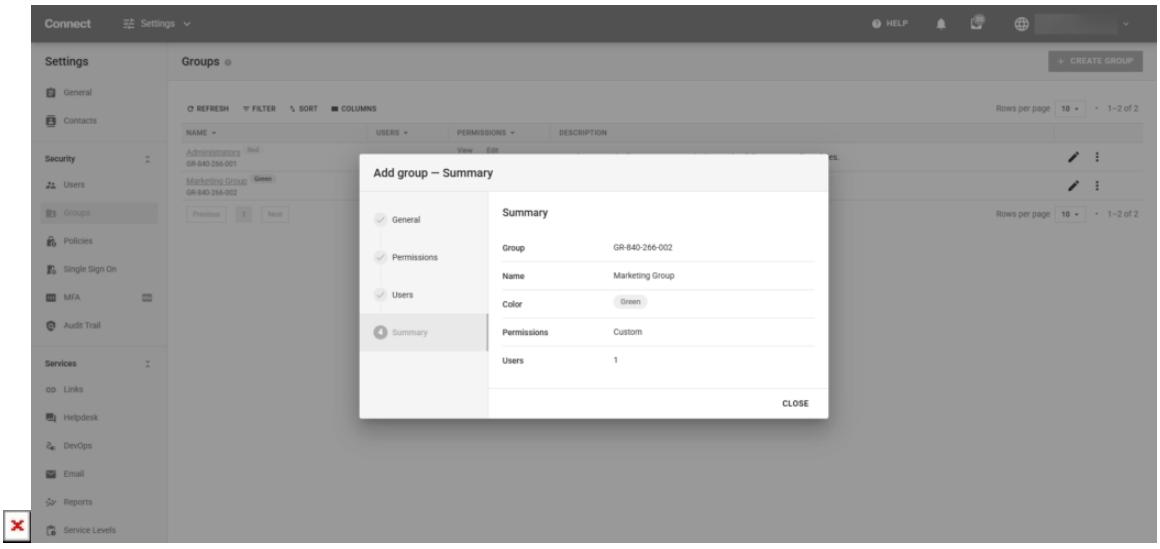

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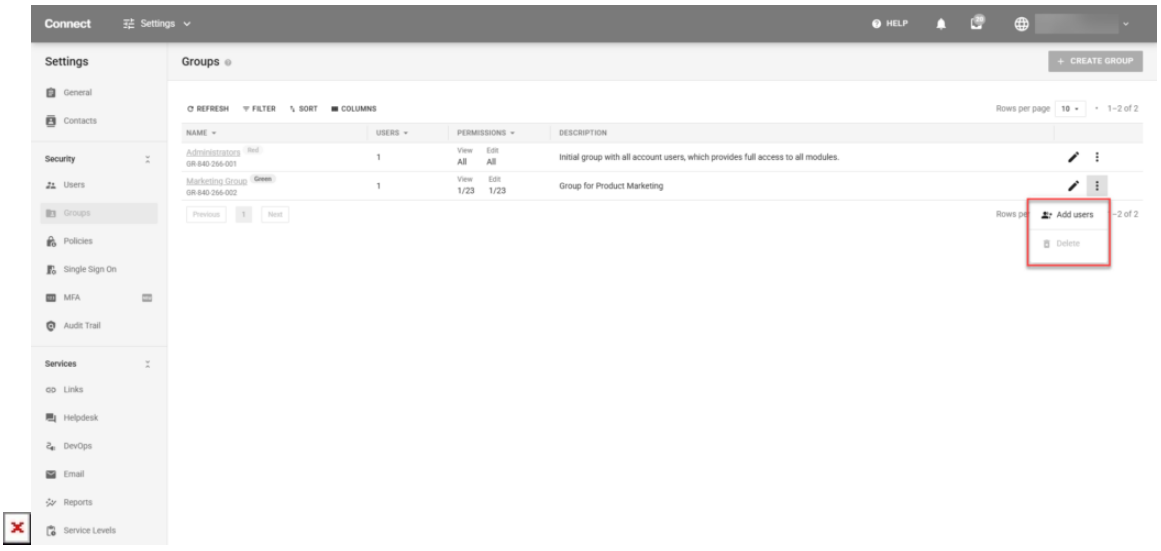
1. **General**: Define your group name, color marker in the UI, description and external ID.
2. **Permissions:** Select required group permissions depending on the group functions.
    - **View** permission allows users to view content within the module but cannot perform any actions
    - **Edit** permission allows users to view and perform actions within the module
3. **Users:** Select available account users.
4. **Summary:** Review your created group summary screen.

> ●
> Permission Priority
>
> If a user belongs to multiple groups that contains different permissions for the same module, the user will inherit the highest level of permission (edit) for that module.

Manage Your Groups

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



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.

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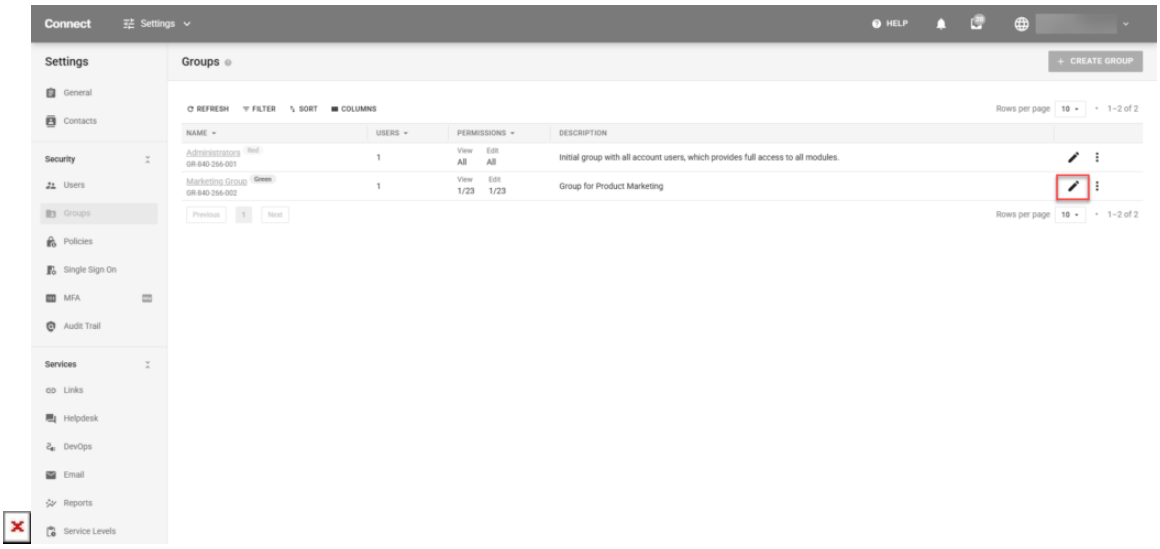
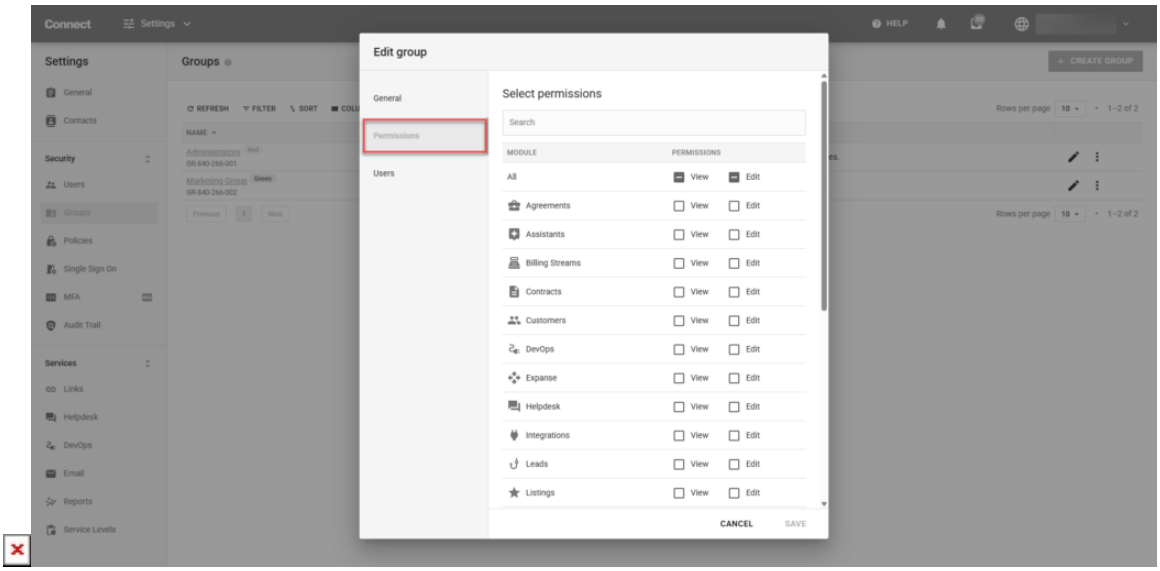
Editing Groups

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





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.

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