

Site - Add Group

Overview

The Add Group page allows administrators to create a new user group and define its permissions. Groups control what areas of the platform users assigned to that group can access.

Group Name

Enter a name for the new group. The name should be descriptive enough to identify its purpose, for example **Administration**, **Read Only**, or **Department Manager**.

Group Permissions

Permissions are organized into categories. Check the box next to each permission you want to grant to this group. Unchecked permissions will not be accessible to users in this group.

Menu

Controls which top level navigation items are visible to users in this group.

- **Breadcrumbs** — Display navigation breadcrumbs throughout the platform
- **Menu Category** — Access to the main navigation categories

Apps

Controls access to deployed applications and their administration.

- **Deploy New** — Ability to deploy new applications from the suite
- **Settings** — Access to the organization settings pages
- **Support** — Access to the support section
- **Users** — Access to the user management section

Menu Item

Controls which specific applications appear in the navigation menu.

- Alerts
- Employee Clock In

- Employee Parking Pass
- Equipment Request
- Incident Report
- New User Request
- Permits
- Room Reservation

Feature

Controls access to the administration panel for each specific application.

- Admin — Alerts
 - Admin — Employee Clock In
 - Admin — Employee Parking Pass
 - Admin — Equipment Request
 - Admin — Incident Report
 - Admin — New User Request
 - Admin — Permits
 - Admin — Room Reservation
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Click **Add Group** to create the group. Once created the group will be available for assignment when adding or editing users.

Notes

- A default **Verifying** group exists in the system and is automatically assigned to new LDAP users upon their first login — this group has no permissions by default and requires an administrator to reassign the user to the appropriate group
 - Permissions take effect immediately for all users currently assigned to the group
 - At least one group with full permissions should always exist to ensure administrators retain access to all areas of the platform
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