

Create a Group

To Do

You may find it useful to set up a group in Site Manager. This can be used to group all the assets used for the site (Content Templates, Styles, Navigation Objects and Lists) as well as manage which users can access what.

- Create a new group.
- Assign users to this group.

« Details Contributors Moderators Power Users Administrators

Details of the group

Name

Description

Enabled

Number of members 0

Group Default Preview Channel



Notes

1. To add a new group, go to **Rights & Roles** and select **Group Management**.
2. Click **Create New** to add a new group. The details screen is displayed.
3. Populate the required fields:
 - **Name** - Enter a name for the group.
 - **Description** - Enter a description for the group.
 - **Enabled** - Leave this checked to enable the group, uncheck this box to disable the group.
 - **Number of members** - This will be "0" as the group has not been fully created at this stage.
 - **Group Default Preview Channel** - Select from the options in the drop-down.
4. Select the user tabs and select the check box associated with the users you wish to add to the group.
5. Click **Add** to save the new group.

Assign the group to the Site Structure



Assign the group to the site structure to restrict what the group members can access and modify.

<<	General	Content	Styles	META	Groups	Power Users	Moderators	Contributors
					Templates	Subsections		

Groups that have access to this section

	Update	Cancel
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Group	Access
Sample Data	<input type="checkbox"/>

	Update	Cancel
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Notes

1. Go to **Rights & Roles** and select **Group Access**.
2. Select the relevant section.
3. Select the check-box associated with the group you wish to assign.
4. Click **Update**.