Groups

Overview: Managing Groups

Groups are a unique feature that allows communities to grow inside of the Hub. Groups are more commonly used to share information between specific individuals. The /administrator interface allows you to set up permissions for groups and manage active groups all from the backend of the Hub.

Creating a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Click the **New** button
4. Fill out the form then click **Save & Close**
    1. **Details**: General information about the Group
        1. **Membership**: Settings that determine how users can join the new Group
        2. **Page Settings**: General settings that determine Group page setup
        3. **Email Settings**: General email settings that related to emails sent from the Group
    2. **Files**: A new group must be saved first before you can upload files from the backend of the Hub and store the files into the Group

Editing a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Click the **Title** of the Group
4. Change the Group's information then click **Save & Close**

Deleting a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Check the box next to the Group's **Title**
4. Click the **Delete** button

Publishing a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Check the box next to the Group's **Title**
4. Click on the **Publish** button

Unpublishing a Group

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Check the box next to the Group's **Title**
4. Click on the **Unpublish** button

Configuring Groups

1. Navigate to **/administrator** interface
2. Hover over **Users** and select **Groups** from the drop-down
3. Click on the **Options** button
4. Make changes to the following sections:
    1. **General**: Determine if Groups can be auto-approved or manually approved by an administrator
    2. **Info Page**: Determine what Groups can show on the Information Page for Groups
    3. **Membership & Access**: Determine the default discoverability and join policy for new Groups
    4. **Email**: Enable emailing from the Group from discussion comments and forum digest
        1. **Note**: If you determine Groups can email out Forum digest you will need to set up the Cron plugin that sends out these emails
    5. **Upload**: Determine file upload path
    6. **Pages**: Determine if pages need to be approved and who can approve Group pages, determine other specifics related to Groups
    7. **Super Groups**: Determine if Super Groups can have components, the Super Group Group Owner and Repo Management options
    8. **Permissions**: Change the viewing and interactive permissions for Groups
5. Click **Save & Close** to save the changes made