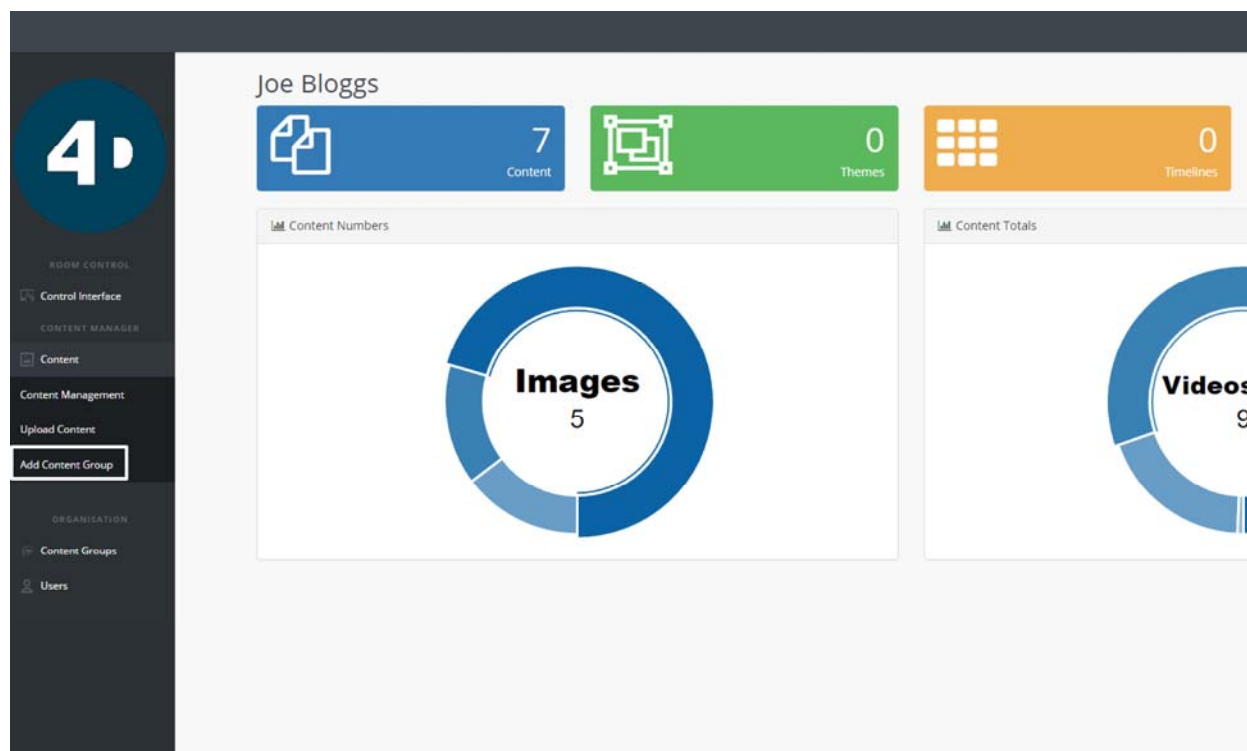


Creating and Editing Groups

Adding a new group in GenIE 2

Step 1: Navigate to the Add Content Group menu

Once logged into the cloud, on the navigation menu (left), select *Content Manager* ⇒ *Add Content Group* (e.g. see image below).



Step 2: Enter the details for the new group

Now in the content group creation form, you can enter details such as the group name, select the users that have access to the group, and whether or not the group is active and/or public.

The following fields mean:

- **Name:** The name of the content group, this must be unique to the selected organisation (e.g. Year 7).
- **Organisation:** The organisation the content group will belong to. By default this is your own organisation.
- **Users:** A list of users who will have permission to add, edit, delete content, and alter the content group itself (i.e. its name).
- **Is Active:** If ticked, this content group will show in standard menus and room controller. If not ticked, this group will be hidden.
- **Is Public:** If ticked, this content will be available to all members of your organisation

Once you have entered the details, press **Create Content Group** on the bottom right.

The screenshot shows the 'Content Group' creation interface. On the left is a dark sidebar with a '4.' logo and navigation links: 'ROOM CONTROL' (Control Interface), 'CONTENT MANAGER' (Content, Content Management, Upload Content, Add Content Group), and 'ORGANISATION' (Content Groups, Users). The main area is titled 'Content Group' and contains the following fields:

- Name:** A text input field containing 'Bloggs Academy'.
- Organisation:** A dropdown menu showing 'Shared Organisation'.
- Users:** A dropdown menu showing 'joe.bloggs@joebloggs.com'.
- Is active:** A checkbox that is checked.
- Is public:** A checkbox that is checked.
- Create Content Group:** A blue button at the bottom right.

The creation of the content group will be confirmed.

To view your newly created content group, select **Content Manager** ⇒ **Content Groups** on the navigation panel. The newly created group (i.e. Bloggs Academy) will appear in the list.

The screenshot shows the 'All Groups' list interface. On the left is the same sidebar as the previous screenshot. The main area is titled 'All Groups' and contains a table of content groups. At the top right of the table area are a green '+ Add Content Group' button and a search bar with the text 'Name' and a 'Search' button.

Name	Active	Public	Actions
Shared	✓	✓	View Edit Delete
Bloggs Academy	✓	✓	View Edit Delete

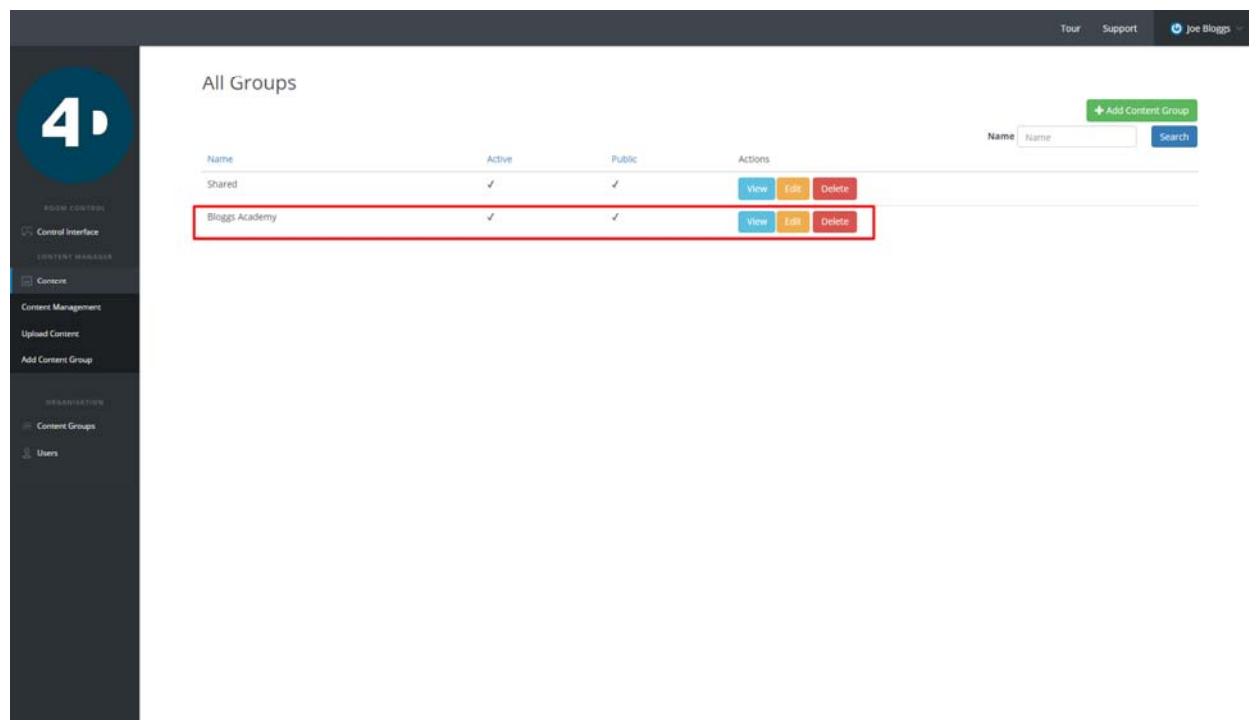
Editing an existing group

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Step 1: Navigate to a list of groups

If you are looking for a content group **you're a member of** select *Organisation* ⇒ *Content Groups* ⇒ *My Content Groups* to view the list

If you are looking for a content group in **your organisation** select *Organisation* ⇒ *Content Groups* ⇒ *All Content Groups* to view the list



Step 2: Find the content group and select 'Edit'

In the list of groups, find 'Bloggs Academy', and then press the **Edit** button.

TIP: Use the search filters at the top to find the group faster.

TourSupportJoe Bloggs

4

ROOM CONTROL

Control Interface

CONTENT MANAGER

Concise

Content Management

Upload Content

Add Content Group

DEVELOPER

Content Groups

Users

All Groups

+ Add Content Group

NameSearch

Name	Active	Public	Actions
Shared	✓	✓	ViewEditDelete
Bloggs Academy	✓	✓	ViewEditDelete