

Groups

The function of Groups is to help categorize a user's working roles within your setup. While this sounds fairly similar to departments, there is a distinct difference between the two, not only in semantics but in functional purposes as well. The main differences between groups and departments are:

- A group represents a functional purpose. Thus, a user can belong to many groups but can only belong to one department.
- Groups are usually agnostic from an organizational structure viewpoint. Lets say, for instance, that an organization has 10 departments and each department has a secretary. In this case, Secretary would be a group in itself and the members of the Secretary group would all belong to different departments.

In short, use departments when you are trying to represent a user's placement within an organizational chart, and use groups to represent the various functions a user might carry out.

Joget Workflow System Settings | Profile (admin) | Logout

Home Welcome Page 1 Setup Users Setup Organization & Users 2 Design Apps Workflow, Forms, etc 3 Run Apps Run Apps 4 Monitor Apps Monitoring & Reports

Create New Group

Filter By Organization [dropdown] Search [input]

<input type="checkbox"/>	Group Id	Group Name	Group Description	Organization
<input type="checkbox"/>	G-002	CxO		
<input type="checkbox"/>	G-003	hrAdmin		
<input type="checkbox"/>	G-001	Managers		

10 [dropdown] Page 1 of 1 [dropdown] [back] [forward] [refresh] Displaying 1 to 3 of 3 items

Delete

To manage groups, go to Setup Users > Setup Groups. Note that each group created can be tied to a specific organization, although not necessarily so. As mentioned earlier, a user can belong to multiple groups and, unless restricted, a group can have members that span several organizations.