

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. A group represents a functional purpose. Thus, a user can belong to many groups but can only belong to one department.
- b. 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.

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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		

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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.