Groups

The function of Groups is to help categorize a users'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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Home Welcome Page	tup Usi 9 Organiza	ers 2 0	esign Apps orkflow, Forms, etc 3	Run Apps	itor Apps ing & Reports	
	Create New Group					۲
Setup Organization Chart		Group Id	Group Name	Group Description	Organization	
Setup Groups		G-002	CxO			
		G-003	hrAdmin			
Setup Users		G-001	Managers			
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	Home Welcome Page	Home Velcome Page Setup Organization Chart Setup Groups Setup Users	Home Welcome Page Setup Users Create New Group Setup Organization Chart Filter By Organization Setup Groups G-002 Setup Users G-001	Home Welcome Page Setup Users Create New Group Design Apps Workflow, Forms, etc 3 Setup Organization Chart Setup Groups Setup Users Image: Create New Group Image: Create New Group	Home Wetcome Page 1 Setup Users Create New Group 3 Run Apps Run Apps 4 Mon Monton Setup Organization Chart Setup Organization Chart Setup Users	Home Vectors Page Setup Users 2 Design Apps Vectors vector 3 Run Apps Run Apps 4 Monitor Apps Vectors & Report Setup Organization Chart Image: Create New Group Image: Create New Group Image: Create New Group Setup Organization Chart Image: Group Name Group Description Organization Setup Users G-002 CxO Image: G-001 Managers Image: G-001 Managers Image: G-001 Image: Group Name Image: Group Name Image: G-001 Managers Image: Group Name Image: Group Name Image: Group Name Image: G-001 Managers Image: Group Name Image: Group Name Image: Group Name Image: Group Name Image: G-001 Managers Image: Group Name Image: Group Name Image: Group Name Image: Group Name Image: G-001 Managers Image: Group Name Image: Group Name Image: Group Name Image: Group Name Image: G-001 Managers Image: Group Name Image: Group Name Image: Group Name Image: Group Name Image: G-001 Image: Group Name Image: Group Name Image: Group Name Image: Group Name Image: Group Name

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.