

Groups

Definition

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 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.

Setup Users

Setup Organization Chart

Setup Groups

Setup Users

Create New Group

Filter By Organization

Search

	GROUP ID	GROUP NAME	GROUP DESCRIPTIO	ORGANIZATION
<input type="checkbox"/>	G-003	CxO		
<input type="checkbox"/>	G-002	hrAdmin		
<input type="checkbox"/>	G-001	Managers		

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Delete

Figure 1: Users - Setup Groups

To manage groups, go to **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.