

Manage Administrator Groups

Administrator Groups in OPS-COM allow you to organize administrative users into logical teams or departments. This feature simplifies management by enabling you to apply specific settings, distribute communications, or assign tasks to a collective of administrators rather than managing each user individually, enhancing organizational efficiency and control.

Using this Feature

1. Click **System Configuration**, then **Admin Management**, and click **Manage Groups**.

You'll be directed to the **Manage Administrator Groups** page, which lists all existing groups. Initially, this page may be empty if no groups have been created yet.

Creating a New Administrator Group

1. Click **Add New**.
2. The **Adding New Group** form will appear where you can define your group.
3. Fill out the required information for the group, such as the **Group Name**.
4. Click **Save Group** to finalize the creation.

Once saved, your newly created group will appear in the list on the left-hand side of the page.

Working with Groups

After creating groups, you can perform various management actions. While the provided content focuses on creation, typical group management also involves:

- **Editing Group Details:** You can usually click on a group's name or an **Edit** button next to it to modify its name or other associated settings.
- **Assigning Administrators to Groups:** Administrators are assigned to groups through their individual user profiles.
 1. Navigate to **System Configuration**, then **Admin Management**.

2. Click **Edit Admin Users**.
3. Select the desired administrator.
4. Within their profile settings, you'll find an option to assign them to one or more **Admin Groups**.

- **Deleting Groups:** Most systems allow you to delete groups that are no longer needed, often with a confirmation prompt. Be aware that deleting a group might impact any administrators or settings associated with it.
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Best Practices & Considerations

- **Logical Organization:** Create groups that reflect your organizational structure (e.g., "Enforcement Team," "Permit Office Staff," "IT Support"). This makes it easier to manage permissions, communicate, and assign responsibilities.
 - **Streamlined Management:** Using groups simplifies tasks like sending system-wide messages or applying default settings, as you can target a group rather than selecting individual administrators.
 - **Clarity in Naming:** Use clear and concise names for your groups to avoid confusion among administrators.
 - **Regular Review:** Periodically review your Administrator Groups to ensure they remain relevant and accurately reflect your team's structure and needs. Remove any outdated or unused groups to maintain a clean system.
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Revision #8

Created 15 May 2024 08:40:00

Updated 25 June 2025 13:08:11 by Cedar Boulianne