Manage Administrator Groups

> The Administrator Groups feature allows organizations to organize backend users into logical teams or departments. Its primary purpose is to simplify system management by enabling you to apply specific settings, distribute communications, or assign tasks to a collective group rather than managing each user individually. This article is intended for OperationsCommander (OPSCOM) administrators responsible for managing system access and administrative organization.

Setup and Configuration

This feature requires high-level administrative access to configure groups and assign users to them.

Admin Side: Administrators must have the appropriate system role permissions to access the admin management tools, create groups, and edit administrator profiles.

Using this Feature

Administrators can use the following instructions to create new groups, edit existing ones, and assign administrative staff to specific teams.

Creating a New Administrator Group

1. Hover over **System Configuration** and click **Admin Management** then **Manage Groups**.

2. Choose the specific tab for the type of group you want to add.
3. Click the **Add New** button to open the group definition form.
4. Enter the required information into the provided fields, such as the **Group Name**.
5. Click the **Save Group** button to finalize the creation.

> Initially, the Manage Administrator Groups page may be empty if your organization has not configured any teams. Once saved, your newly created group will immediately appear in the list on the left-hand side of the page.

Assigning Administrators to Groups

Administrators are assigned to groups directly through their individual user profiles.

1. Hover over **System Configuration** and click **Admin Management** then **Edit Admin Users**.
2. Select the specific administrator profile you wish to modify.
3. Select the appropriate team from the **Admin Groups** field within their profile settings to assign them to one or more groups.
4. Save the profile changes.

Available Actions and Buttons

- **Add New:** Click this button to open the form for creating a brand new administrator group.
- **Edit:** Click this button next to an existing group in the list to modify its name or associated settings.

- **Save Group:** Click this button to commit a newly created or modified group to the system database.
- **Delete:** Click this button to permanently remove a group that is no longer needed.

Best Practices and Considerations

- **Maintain logical organization: Create groups that reflect your actual organizational structure (e.g., "Enforcement Team," "Permit Office Staff," "IT Support").** Aligning system groups with real-world departments makes it significantly easier to manage permissions, communicate, and assign responsibilities across the platform.
- **Use clear and concise naming conventions: Always use descriptive names for your groups to avoid confusion among administrators.** Clear naming ensures that when assigning a user or sending a system-wide message, the target audience is immediately obvious.
- **Conduct regular group reviews: Periodically review your Administrator Groups to ensure they remain relevant.** Remove any outdated or unused groups to maintain a clean system and prevent users from being accidentally assigned to defunct operational teams.
- **Understand deletion impacts: Be aware that deleting a group might impact any administrators or system settings currently associated with it.** Always verify group membership and reassign active staff before confirming a deletion.

Revision #11
Created 15 May 2024 08:40:00
Updated 19 August 2026 14:23:13