

Manage Administrator Groups

Administrator Groups in OPSCOM 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. Choose the **Tab** for the type of group you want to add.
2. Click **Add New**.
3. The **Adding New Group** form will appear where you can define your group.
4. Fill out the required information for the group, such as the **Group Name**.

5. 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.