ELO packages

Users and groups

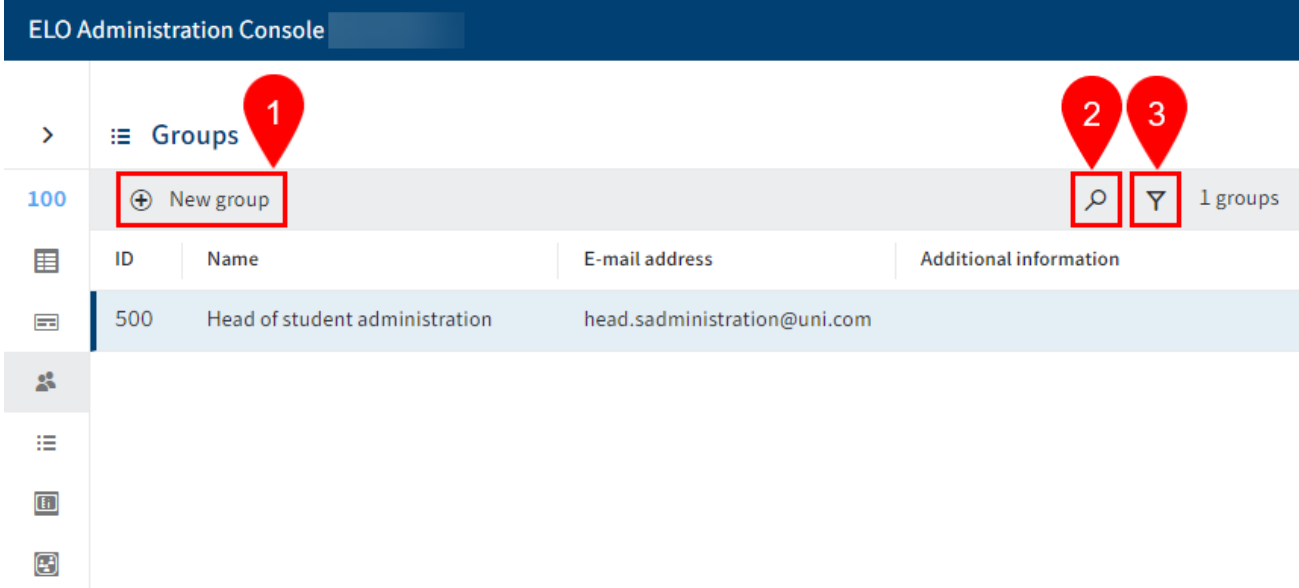# Table of contents

Groups

'Groups' overview

Open the *Groups* area in the package you want to edit.

The *Groups* area offers the following actions:

1 Create group

2 Perform search

3 Define filter

> **Information**
>
> You can sort the list of existing groups in ascending or descending order according to IDs, names, or e-mail addresses by selecting ID, name, or e-mail address in the first line of the table.

'Group' detailed view

The *Group* detailed view offers the following actions:

1 Copy group: All configurations are applied, with the exception of the *Name* and *E-mail address* field as well as the members.
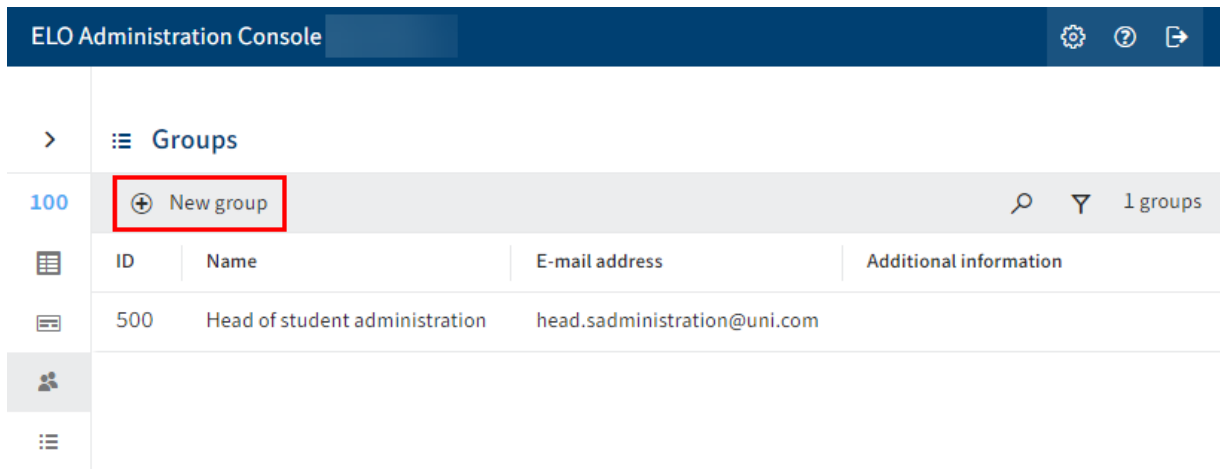
2 Perform configuration: Via the Basic settings, Group membership, and User rights tabs

3 Delete group

Create group

To create a new group, proceed as follows:

1. Select the package you want to edit.

2. In this package, open the *Groups* area.

3. Select *New group*.

   The *Group* area opens.
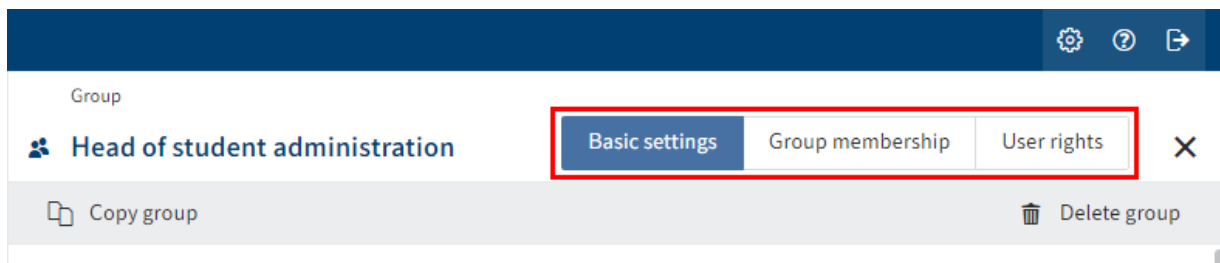
4. Configure the new group. Navigate to the *Basic settings*, *Group membership*, and *User rights* tabs to do so.

   For more information, refer to the Configuration chapter.

5. Once you are finished with configuration, select *Save group* to save it.

You have created a new group.

Configuration

Define basic settings

In the *Basic settings* area, you define the *Group information*, *Properties*, and additional *Information*.

Group information

- Name: Mandatory field. This can be changed later.
- E-mail address: Displayed in the user profile in the client and can be used in workflows, forms, and scripts.
- Administrator: The name of the account used to create the new group is automatically entered. This can be changed later. Determines who may edit the master data of the group.
- Supervisor: Can be used in workflows, forms, and scripts. If this field is left blank, the content of the *Name* field is used.
- Use:

    - *Visible in user lists*: If this option is enabled, the group will show up in the corresponding selection lists in the ELO client. If the option is disabled, the group still exists in ELO, but it is not shown in the corresponding selection lists in the ELO client.

    - *Option group*: Option groups are defined for the purpose of assigning specific *ProfileOpts*. Only these groups show up in dialog boxes where settings are made for other ELO accounts.

You will find more information on option groups under [Configuration and administration > User administration > Users and groups > Groups > Configuration > Option groups](#).

- *Substitution allowed*: You can control how rights are distributed via the substitution module. For groups that have the substitution right, rights can be transferred to substitutes.

- *Functional role*: If this option is enabled, members of this group are asked during logon whether they want to assume the *functional role* for the current session.

  This option makes sense if a user has to perform different tasks in ELO that require different permissions and rights.

Properties

- Property 1-5: Information can be evaluated using scripts.
- Organizational unit: You will find relevant information under [Configuration and administration > User administration > Additional Configurations > Organizational units](#).

Information

⌄ **Information**

Description	The student administration is the point of contact for students for all questions relating to the formal studying process.
Last changed on	26.10.2023 07:26
ID	55
GUID	(9FD10CD2-B8BA-4433-F09A-A7989D684BAD)

- Description: The entry can have a maximum of 250 characters.
- Last changed on: Is updated automatically.
- ID: Each group is automatically assigned an ID, which can be used to address the group in other functions.
- GUID: Each group is automatically assigned a GUID. The GUID can be used to address the group in other functions.

Define group membership

Group

👥 **Head of student administration** | Basic settings | Group membership | User rights | ✕

📋 Copy group   🗑 Delete group

⌄ **Members (1)**   **1**

🔍

Add user/group

👤 Cole   ⤢ ✕

⌄ **Group membership (1)**   **2**
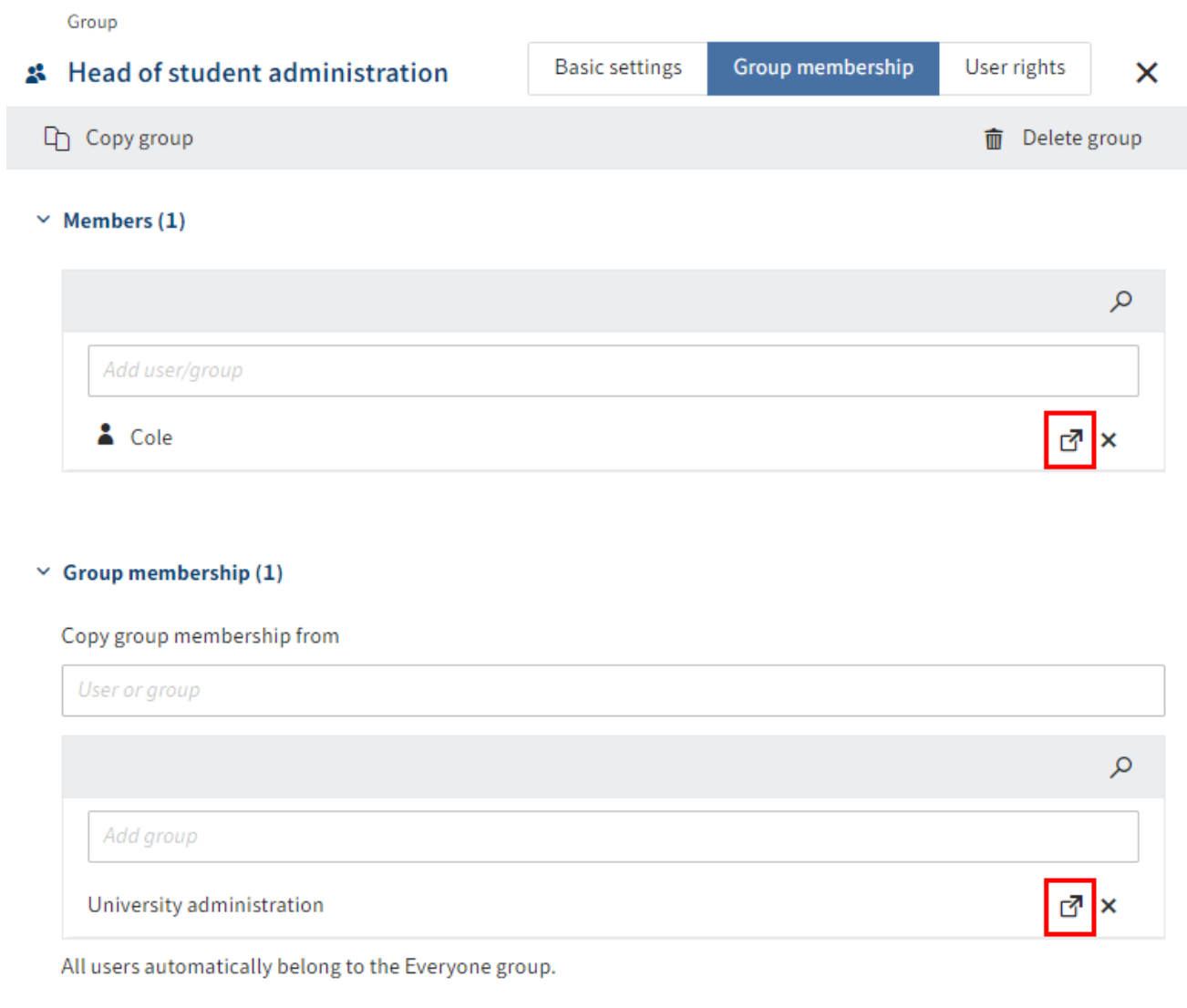
Copy group membership from

User or group

🔍

Add group

University administration   ⤢ ✕

All users automatically belong to the Everyone group.

1 Members: Add existing users or groups as members. The number of group members is shown in brackets.

2 Group membership: Inherit existing group memberships from other groups or users or manually add existing groups. The number of group memberships of this group is shown in brackets.

> **Information**
>
> Groups can be incorporated into other groups. This allows you to implement complex combinations of rights settings and permissions concepts.

> **Information**
>
> If you type a space in an input field, the entire list of available users and groups will be displayed.

Group

👥 **Head of student administration**   [Basic settings | Group membership | User rights]   ✕

📄 Copy group   🗑 Delete group

˅ **Members (1)**

🔍

Add user/group

👤 Cole   ⬀ ✕

˅ **Group membership (1)**

Copy group membership from

User or group

🔍

Add group

University administration   ⬀ ✕

All users automatically belong to the Everyone group.

To reach the settings for a member or associated group, select the corresponding link icon. The settings open in a new browser tab.

Assign user rights

There are three options for assigning user rights:

- Inheritance

  You will find more information under [Configuration and administration > User administration > Rights in ELO > Inheriting rights](#).

- Manual assignment

  You will find more information under [Configuration and administration > User administration > Rights in ELO > User rights](#).

- Inheriting from another group or user

  Ideally, all rights are inherited through groups. This makes it easier to assign and manage rights.

Delete group

> **Please note**
>
> When you delete a group, it is deleted permanently.

Do not delete any groups that have already been used in ELO. This can lead to inconsistencies. In this case, it is better to change the basic settings of the group instead of deleting the group:

- Disable *Visible in user lists*

The group now only exists in the background in ELO. The rights assigned via the group are maintained and previous actions with this group, such as participation in workflows, are still visible in ELO.