



ELO packages

Users and groups



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Groups

'Groups' overview

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

ELO Administration Console

> Groups 1

100 + New group 2 3 1 groups

| ID | Name | E-mail address | Additional information |
|-----|--------------------------------|------------------------------|------------------------|
| 500 | Head of student administration | head.sadministration@uni.com | |

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

Group

Head of student administration

Basic settings Group membership User rights

Copy group Delete group

Group information

Name * Head of student administration

E-mail address head.sadministration@uni.com

Administrator Administrator

Supervisor Farrell

Usage

- Visible in user lists
- Option group
- Substitution allowed
- Functional role

Properties

1 property

2 property

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* fields as well as the members.

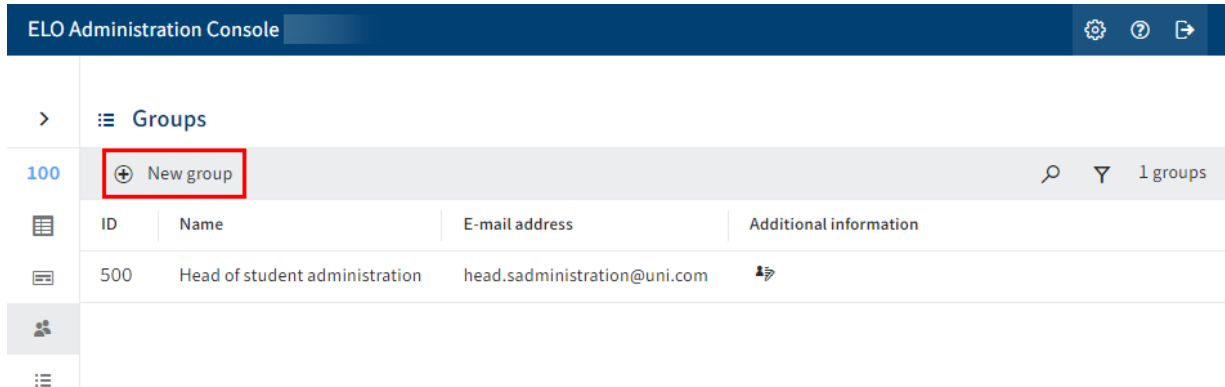
2 Perform configuration: Via the Basic settings, Group membership, and User rights tabs

3 Delete group

Create group

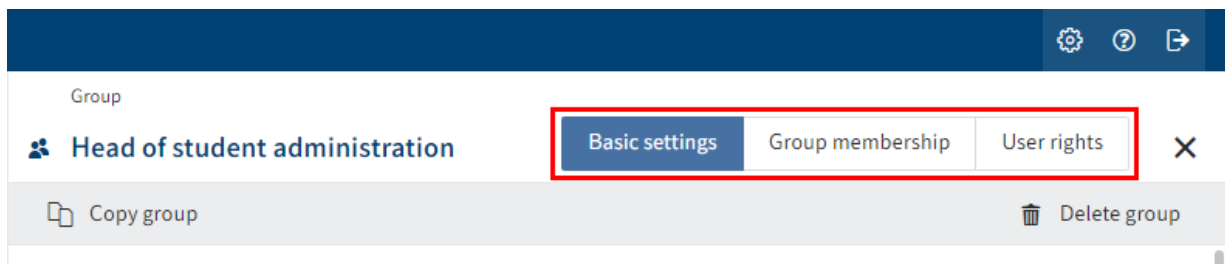
To create a new group, proceed as follows:

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

▼ Group information

| | |
|----------------|--|
| Name * | <input type="text" value="Head of student administration"/> |
| E-mail address | <input type="text" value="head.sadministration@uni.com"/> <input type="button" value="✉"/> |
| Administrator | <input type="text" value="Administrator"/> |
| Supervisor | <input type="text" value="Administrator"/> |
| Usage | <input checked="" type="checkbox"/> Visible in user lists <input type="checkbox"/> Option group <input type="checkbox"/> Substitution allowed <input checked="" type="checkbox"/> Functional role |

- 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 *Administrator* account 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.
- Usage:
 - *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.

Properties

▼ Properties

1 property

2 property

3 property

4 property

5 property

Organizational unit

 ▼ ⓘ

- 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

23.01.2024 14:28

ID

283

GUID

(D15A7AAA-38E3-E418-423E-33E35FA6172E)

- 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 X

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.

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)

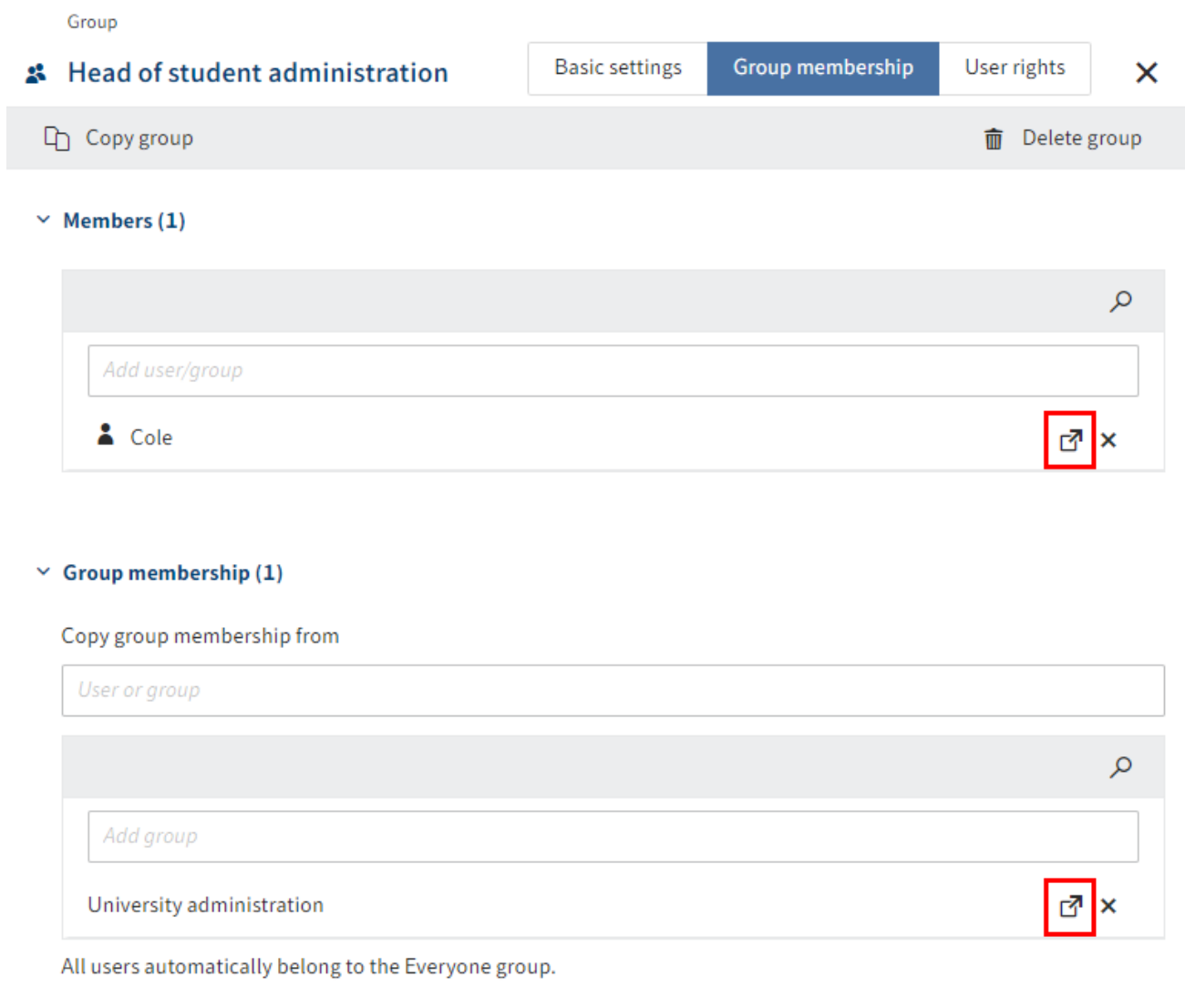
Copy group membership from

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

Group

 **Head of student administration**

Basic settings | Group membership | **User rights** | X

 Copy group  Delete group

Copy user rights from

| User manager | Folder/document permissions |
|--|--|
| <input type="checkbox"/> <input type="checkbox"/> Main administrator | <input checked="" type="checkbox"/> <input type="checkbox"/> Edit folders |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Edit user data | <input checked="" type="checkbox"/> <input type="checkbox"/> Edit documents |
| <input checked="" type="checkbox"/> <input type="checkbox"/> Change password | <input checked="" type="checkbox"/> <input type="checkbox"/> Edit permissions ⓘ |
| <input type="checkbox"/> <input type="checkbox"/> SAP administrator | <input type="checkbox"/> <input type="checkbox"/> View all entries, ignore permissions |
| <input type="checkbox"/> <input type="checkbox"/> DMS Desktop user, no workflows ⓘ | <input checked="" type="checkbox"/> <input type="checkbox"/> Import permission |
| <input type="checkbox"/> <input type="checkbox"/> ELO Desktop Client Plus user | <input checked="" type="checkbox"/> <input type="checkbox"/> Export permission |
| <input type="checkbox"/> <input type="checkbox"/> ELOxc Client user, e-mails only | |

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

Information

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.