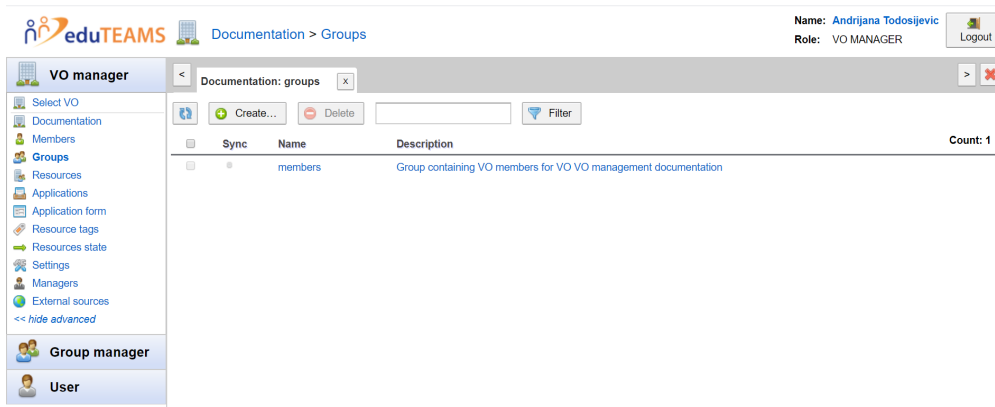


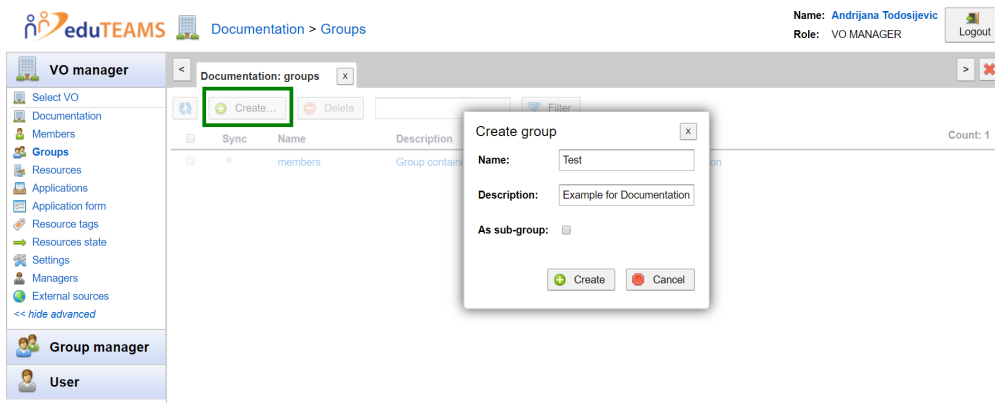
Creating groups and adding members

All the users registered in a Virtual Organization are added in the built-in group called *members*. VO Managers can create groups and group hierarchies and organise the members in their VO according to the requirements of their collaboration. This documents describes the basics of creating groups and assigning members to these groups.

1. VO Managers can create and manage groups and group hierarchies on the [eduTEAMS Membership Management Service](#).
2. In the left navigation bar, click on the "VO Manager" tab and then click on "Groups". If you have not created any group, then you should see just one group called *members*. All the members of your VO are in the *members* including the VO Manager(s)



3. In order to create a new group, click on the "Create" button. The create group modal will pop up.
4. A Group can be created as a **parent**, which is the default option, or as a **sub-group**. Fill in the **Group Name** and **Description** and click "Create".



5. You should see the new group in the list of groups

6. Click on the group that you just created

eduTEAMS Documentation > Groups

Name: Andrijana Todosijevic
Role: VO MANAGER

VO manager

Documentation: groups

Create... Delete Filter

Sync	Name	Description	Count: 2
<input type="checkbox"/>	members	Group containing VO members for VO VO management documentation	
<input type="checkbox"/>	Test	Example for Documentation	

Group manager
User

7. At this point the group has not members

8. In order to add members from your VO to this group you, click on the "Add" button

eduTEAMS VO: Documentation > Group: Test

Name: Andrijana Todosijevic
Role: VO MANAGER

VO manager

Group manager

Test Description: Example for Documentation

Members Subgroups Relations Resources Applications Application form Settings Managers External sources

Add... Invite member... Remove Search List all members Show also expired / disabled members

Status	Group Status	Name	Organization	Email	Logins	Count: 0
Group has no members.						

User

9. You should now see the "Add member(s)" modal

10. Click on the "List all VO members" button to see a list of all the members of your VO

11. Click the checkbox at the left of each user that you want to add to this group and then click on the "Add" button

eduTEAMS VO: Documentation > Group: Test

Name: **Andrijana Todosijevic** Role: VO MANAGER Logout

VO manager

Group manager

- Select group
- Test
- Members
- Subgroups
- Relations
- Resources
- Applications
- Application form
- Settings
- Managers
- External sources
- << hide advanced

User

Test Description:

Add member(s)

Search List all VO members Add Invite selected Close Show also expired / disabled members

Status	Name	Organization	Email	Logins	Count: 2
<input checked="" type="checkbox"/>	Stefani Serna		andrijana@amres.ac.rs	eduteams-nickname: stefanis	
<input checked="" type="checkbox"/>	Simone Visconti		simone.visconti@geant.org	eduteams-nickname: visconti	

12. Congratulations, the user(s) has /have been added to your new group

eduTEAMS VO: Documentation > Group: Test

Name: **Andrijana Todosijevic** Role: VO MANAGER Logout

VO manager

Group manager

- Select group
- Test
- Members
- Subgroups
- Relations
- Resources
- Applications
- Application form
- Settings
- Managers
- External sources
- << hide advanced

User

Test Description: Example for Documentation

Members Subgroups Relations Resources Applications Application form Settings Managers External sources

Add... Invite member... Remove Search List all members Show also expired / disabled members

Status	Group Status	Name	Organization	Email	Logins	Count: 1
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stefani Serna		andrijana@amres.ac.rs	eduteams-nickname: stefanis	