How to manage people
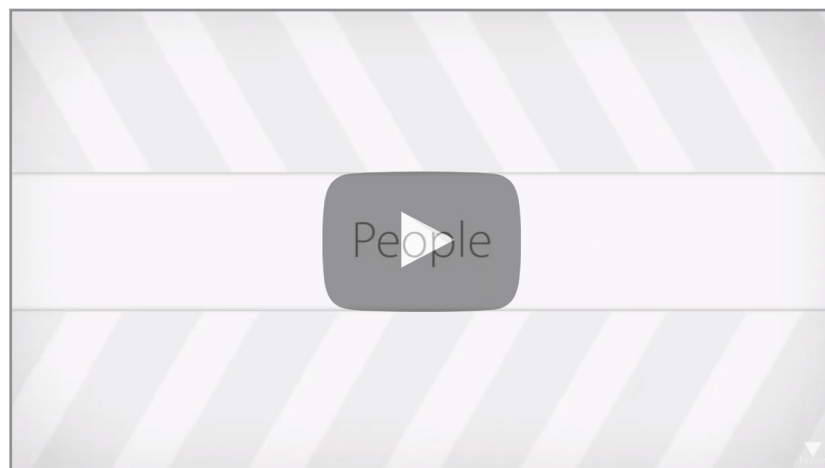
Overview

As the number of people in a system increases, there becomes a need for grouping. Grouping people can make systems easier to manage and can make a lot of tasks quicker and more efficient.
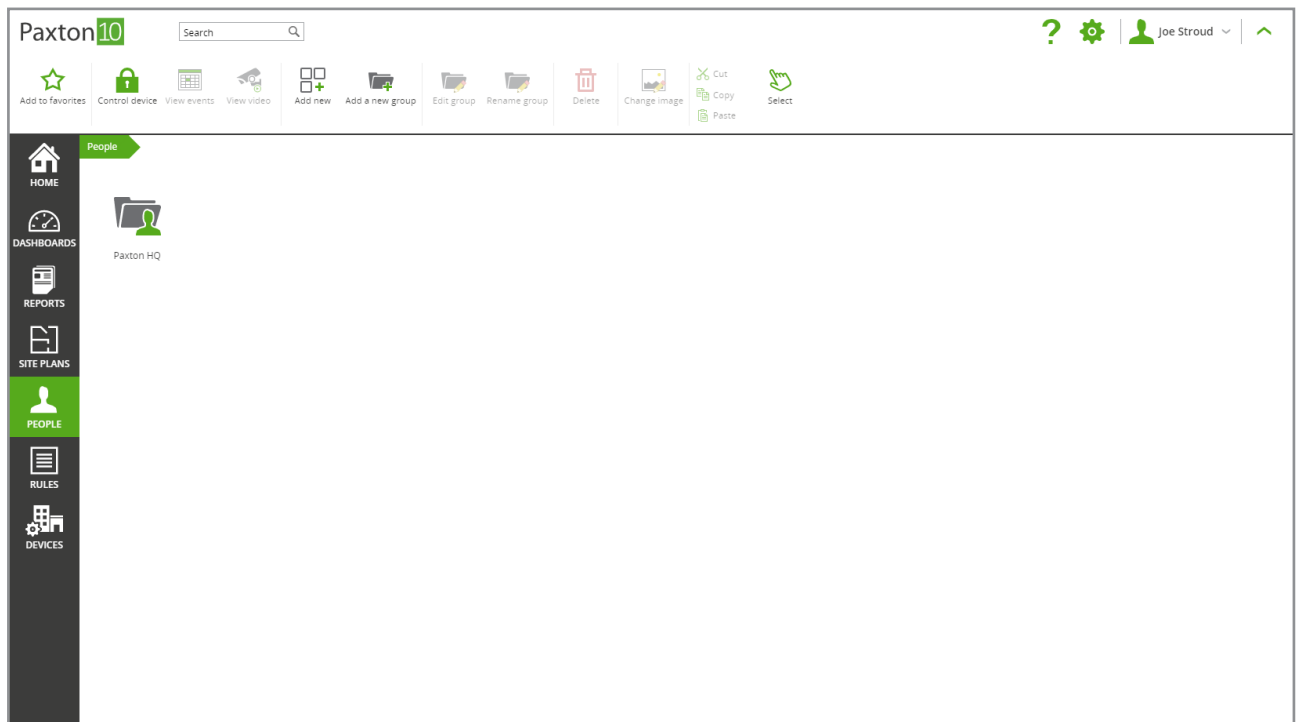
Some of the benefits of grouping people:

- Assign permissions to a group of people
- Report on a group of people
- Create rules (e.g. anti-passback) involving a group of people
- More organised system / easier to manage

Continue reading below or click on the video link below to find out how to add people to your Paxton10 system.
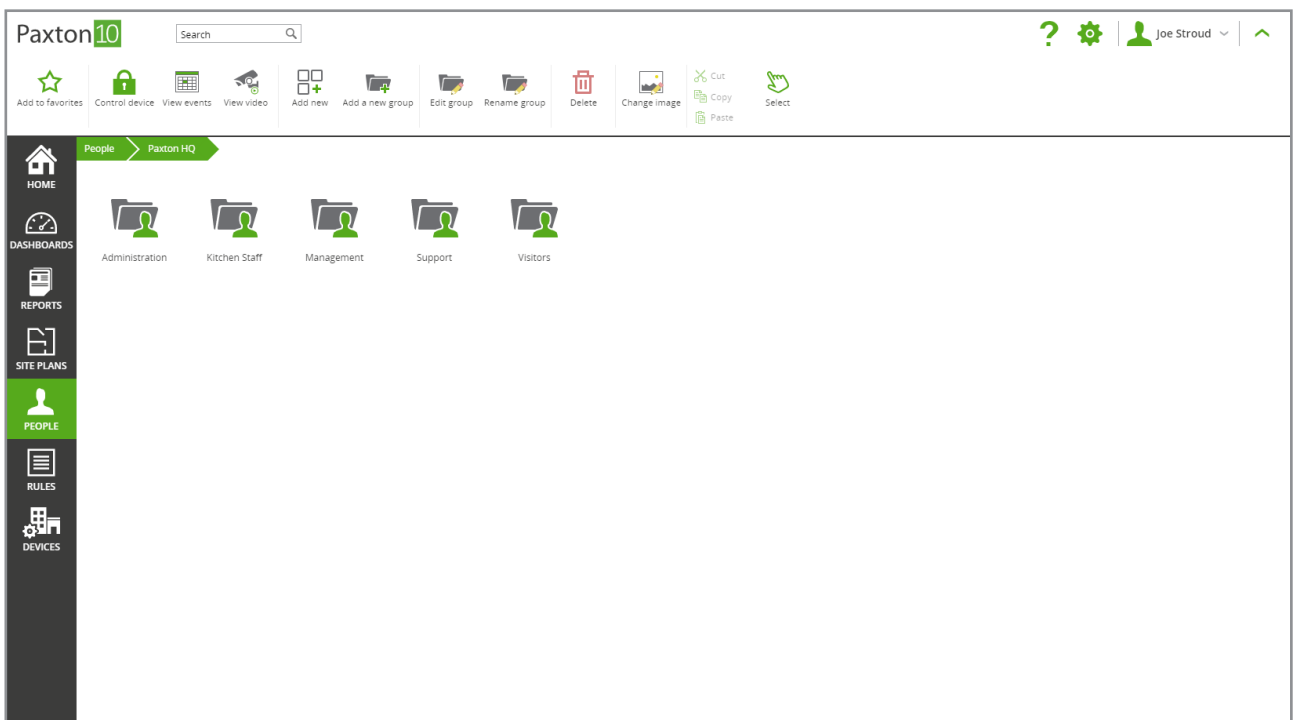
Example

Group people by the location they work at.

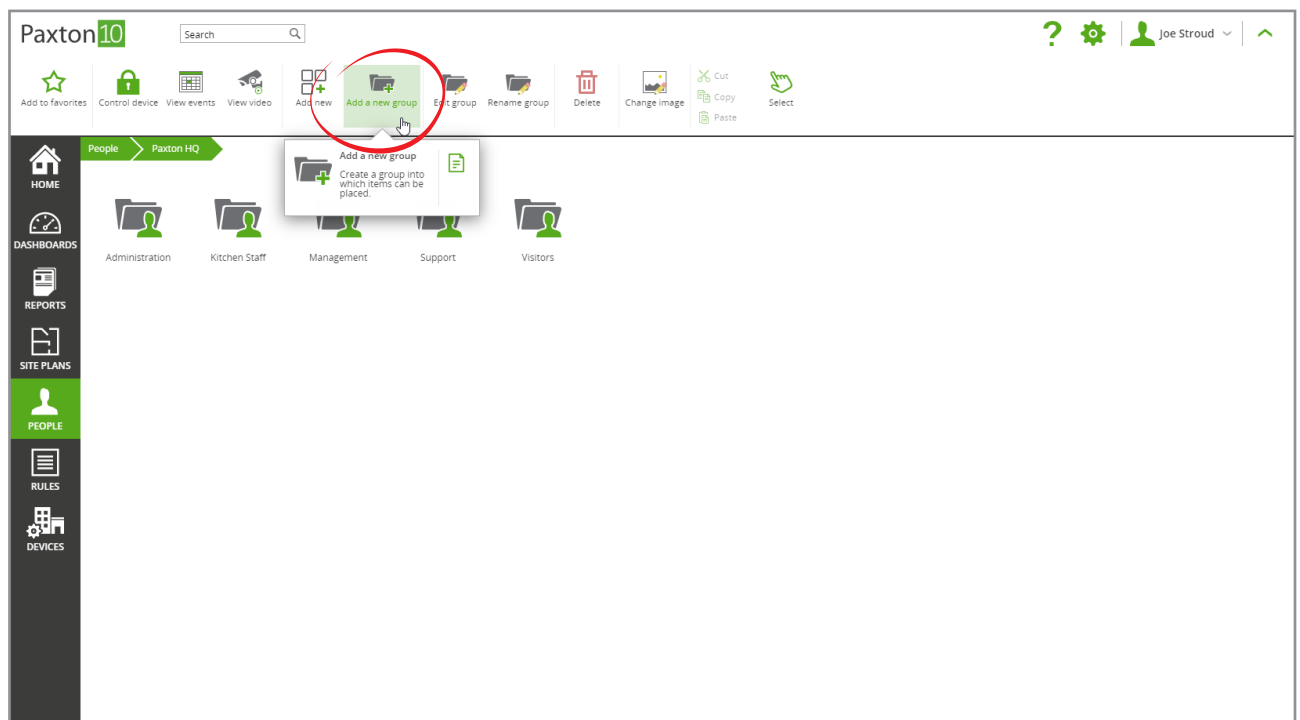Create groups inside these groups for each department.

The '**Managers**' group of people could all be given the same permissions and managed as one group, rather than managing each user individually.

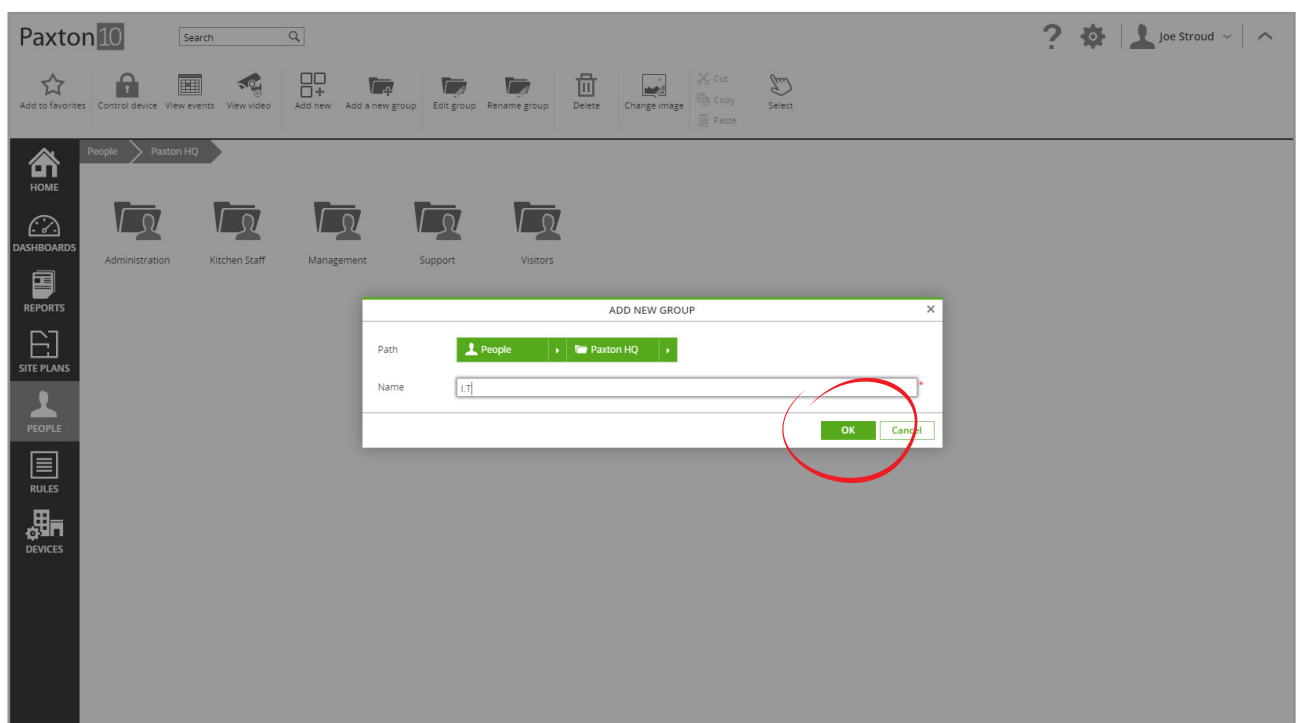Note: Each person can belong to more than one group.

How to create a group

While viewing the desired location for the group:

1.   Select '**Add a new group**' from the menu
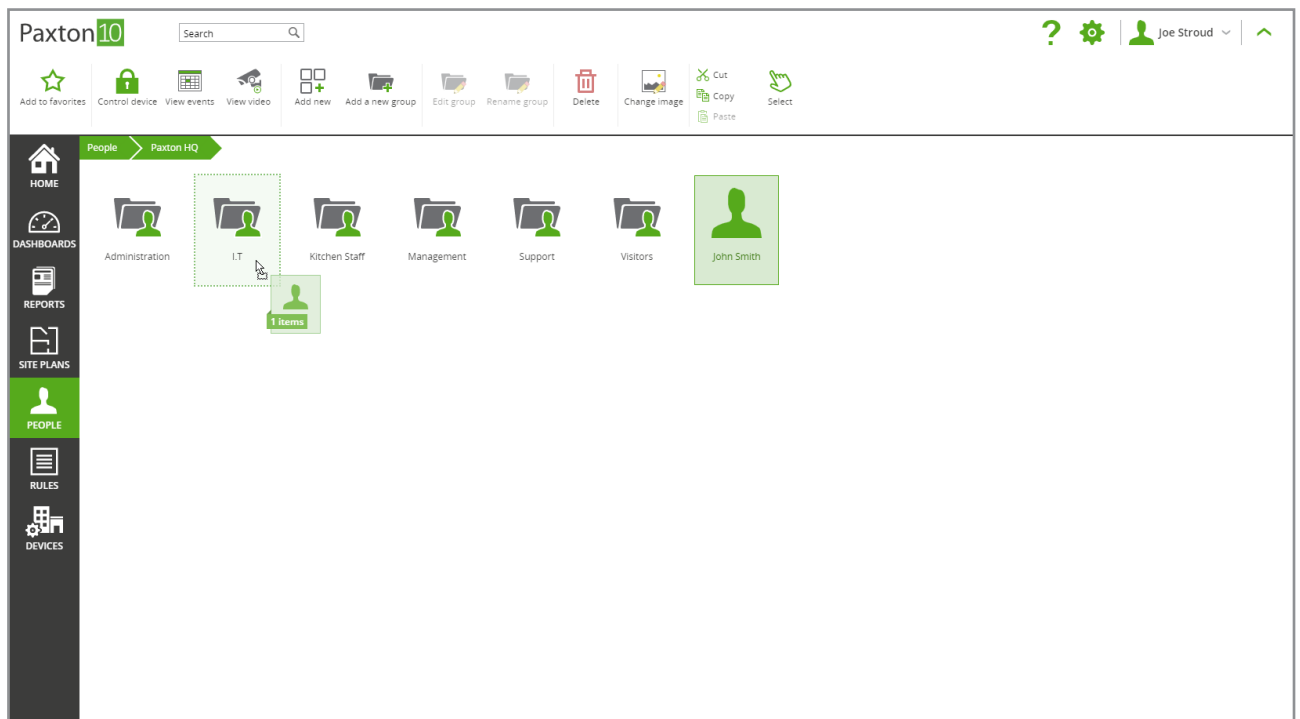

2.   Give the group a name
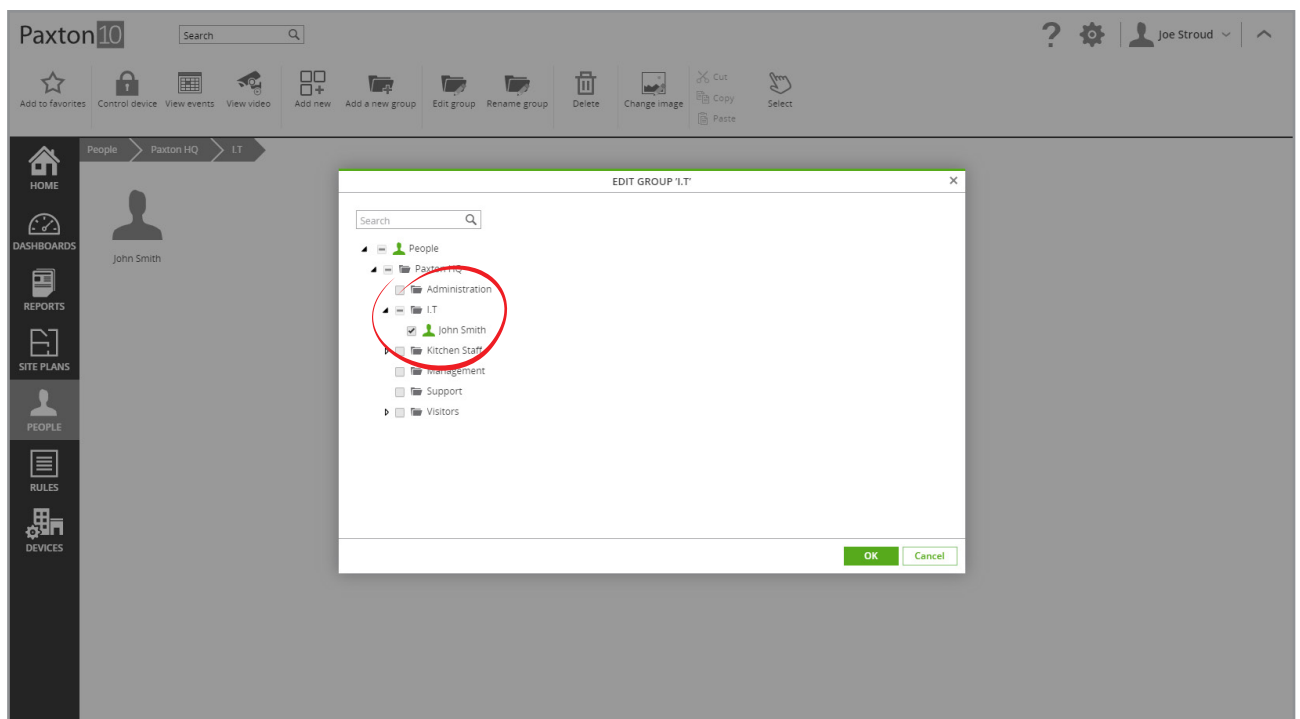
3.   Click '**OK**'

Add a person to a group

There are several ways to add a person to a group:

- Click and drag a user or selection of users onto the group
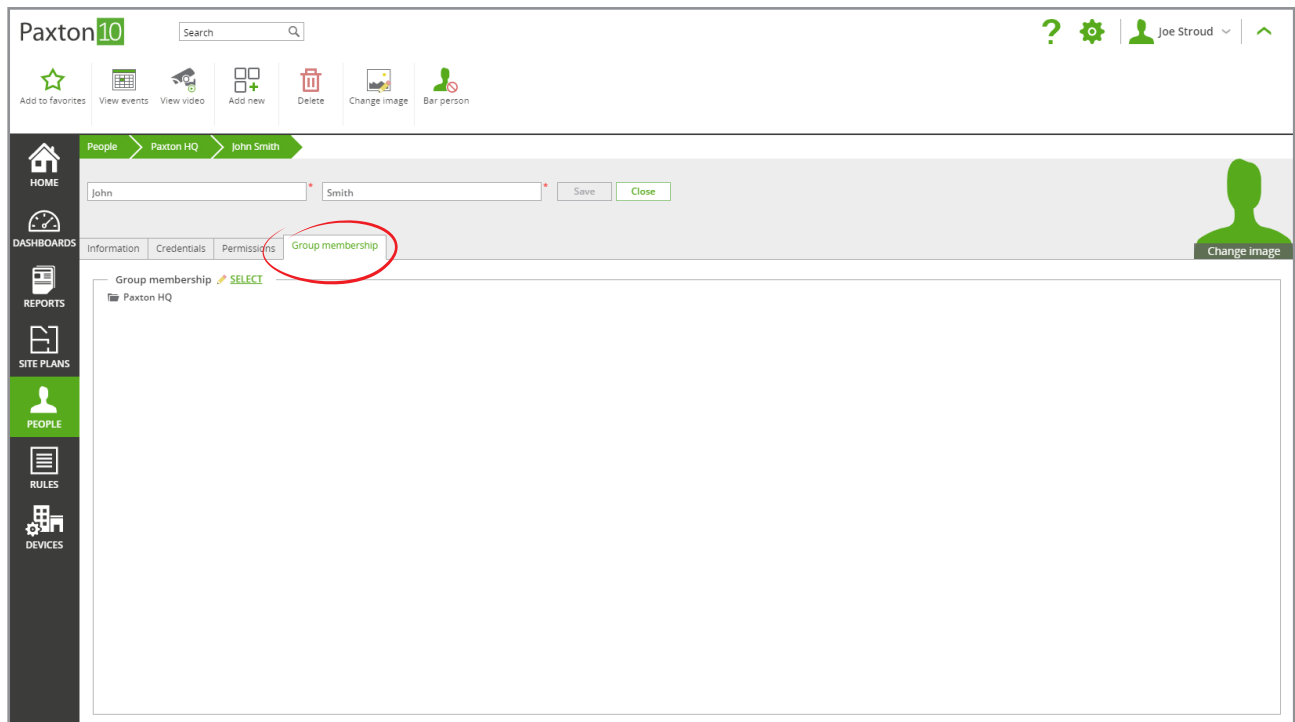

- While in a group, click 'Edit group' from the menu. Select or unselect users to manage which users belong in that group.

- Use the 'Group membership' section for each person.

1. Navigate to the person to add to a group, and open their 'Group membership' tab

2.   Click '**Select'** next to Group membership; all user groups will be displayed

3.   Check the box next to each group the person needs to be a member of, remembering to uncheck the box next to '**People**' to stop them appearing in the main People screen

4.   Click '**OK'**, then save the changes to the person