Managing Group Access

The Group Administrator(s) can invite users to the group. There is no limit on the number of users that can be given access to a group. There are 4 permissions:

**Read Only:** Can view codes, prefixes and related data, search for codes and export, email or print codes.

**Edit Only:** In addition to read only permissions, an Edit Only user can edit code information.

**User:** In addition to all actions permitted to Edit Only and Read Only users, a User can create Ad-ID codes, manage the group address book and associate or disassociate accounts and prefixes to the group. This is subject to their permission to the account or prefix.

**Administrator:** Can add, edit and remove users, edit the group name, hide the group and associate Ad-ID codes with another group. The creator of the group is automatically an Administrator of the group.

Inviting Users to Group(s)

1. The Invite Users feature is accessible from the Dashboard and groups menu. Administrators can also view this feature on each groups home page. To access, go to Groups drop down menu and click on Invite Users.

2. Check off the group(s) you want to add the users to. You can choose one group, multiple groups or check the select all box. If you do not see a particular group listed, you may not be the Administrator. Contact cs@ad-id.org for next steps.
1. Select the email addresses of those you want to add. When sending an email through the Ad-ID system, the system will save an email address after the email is sent and you can select from the saved addresses list. You may also enter other emails into the “emails” field. When entering multiple emails in this field, separate them with a comma. Then choose the Permission and click on Invite Users.
   a. If the user already has an Ad-ID log in, they will automatically be added to the group(s).
   b. If the user does not have a log in, they will receive an email and will need to complete the registration process.

2. Click on the icon in the Actions column.

3. Select the role and click Update.

**Editing a User’s Role for One Group**

1. Access the group for which you need to edit users. On the right side, click on Manage Group Users.

2. Click on the icon in the Actions column.

3. Select the role and click Update.
Edit a User’s Role for Multiple Groups or Remove from Multiple Groups

1. Access one of the groups for which you need to edit user(s). On the right side, click on Manage Group Users.

2. Click on person’s email address.

3. Check off Group(s) you want to remove or edit their permission for.

4. Click on Selected arrow at the top of the table and choose the action for the selected Group(s).

Please visit www.ad-id.org to access additional help instructions or contact Ad-ID customer relations at 704-501-4410 or cs@ad-id.org.