

Roadpost Support Center

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Managing a Group from the Options tab [GPv3]

Lu Parente - 2016-04-12 - in How-To

Selecting **Groups** from the **Options** tab provides Administrators with the ability to manage groups. Managing groups consists of **creating new groups, modifying group members, assigning check-in schedules, and deleting groups.**

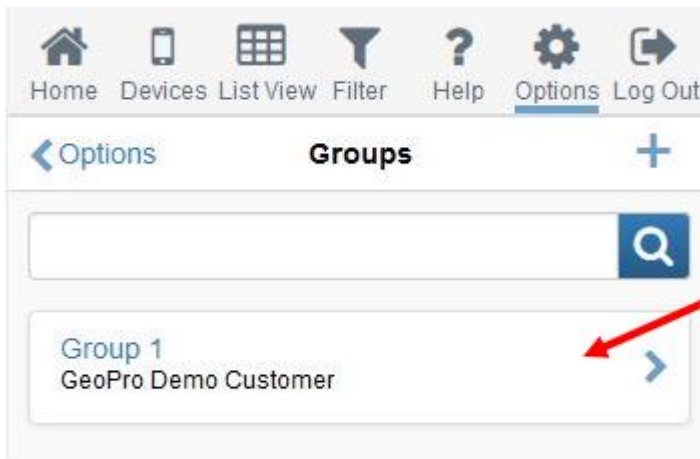
Administrators and Monitors can perform actions on an entire group, such as **Request Location, Request Check-In, Send Text Message, Enable Check-In Schedule** and **Disable Check-In Schedule.**

This article explains how to manage a group.

1. To manage a group, navigate to the **Options** tab and select **Groups** from the list.



2. The groups list will be displayed, select the desired group from the list.



3. The group page will be displayed, select **Manage** from the list.

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[Groups](#)
Group 1

Tenant: LP Demo PRD [Test Acct]
 Check-In Schedule: none

[Manage](#)

[Rename](#) >

[Delete](#) >

[Check-In Schedule](#) >

[Request Location](#) >

[Request Check-In](#) >


[Send Text Message](#) >

[Create Public Map](#)


4. Next, you'll be presented with the ability to manage your group's device members.

Manage groups for GeoPro Demo Customer


Group 1




Lu's LW
Android



Lu's LW
iPhone




Lu's
Check-In




LP User


Devices



Lu's Extreme



Morris'
iPhone



TS IR SE

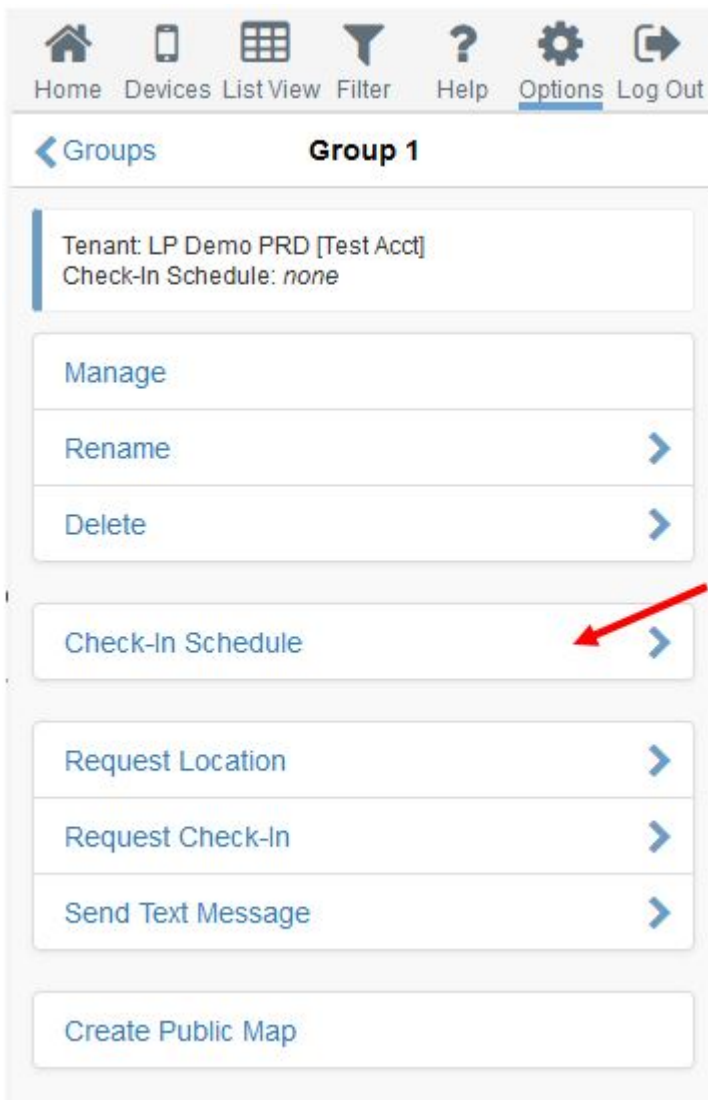
5. Assign devices to your group by **dragging and dropping** devices from the **Devices** tab to the **Group** tab. Unassign devices from your group by **dragging and dropping** devices from the **Group** tab to the **Devices** tab. Press **Save** when finished.

Manage groups for GeoPro Demo Customer

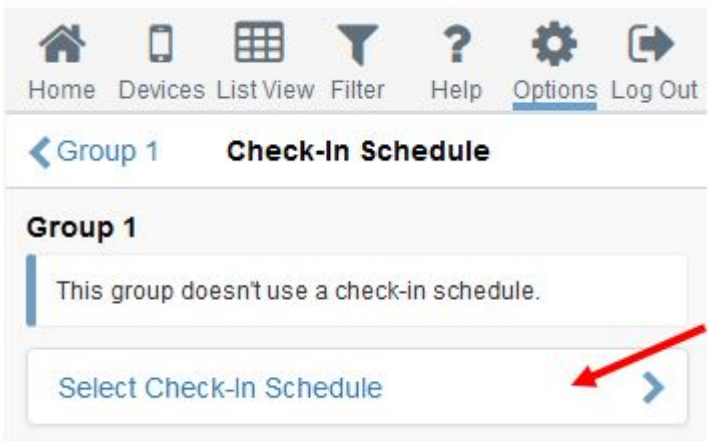
The screenshot displays the 'Manage groups for GeoPro Demo Customer' interface. It is divided into two main sections: 'Group 1' and 'Devices'.
The 'Group 1' section contains two device cards: 'Lu's LW Android' and 'Lu's LW iPhone'.
The 'Devices' section contains four device cards: 'Lu's Extreme', 'Lu's LW iPhone', 'Morris' iPhone', and 'TS IR SE'.
A red double-headed arrow indicates the drag-and-drop interaction between the 'Lu's LW iPhone' card in the 'Devices' section and the 'Lu's LW iPhone' card in the 'Group 1' section.
At the bottom of the interface, there are two buttons: 'Save' and 'Cancel'.

6. Managing your group also provides the ability to **assign a check-in schedule**, and **enable** or **disable** the assigned check-in schedule.

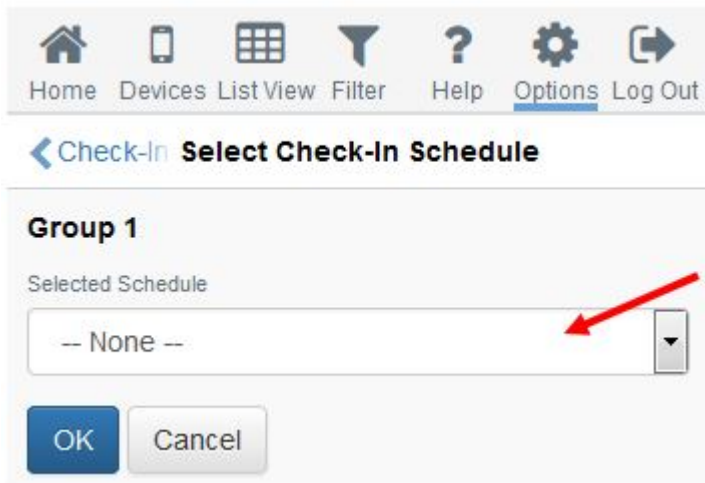
A. Assign a check-in schedule to your group by selecting **Check-In Schedules** from the list.



B. Select **Select Check-In Schedule** to assign a check-in schedule to the group.



C. Select the desired schedule from the drop-down and press **OK** when finished. The selected check-in schedule will now be applied to the entire group.



8. To enable or disable the assigned check-in schedule for the entire group, select **Enable Check-In Schedule** or select **Disable Check-In Schedule** from the list.

