

# Roadpost Support Center

Portal > Knowledgebase > GeoPro > GeoPro Web App > Web App for Administrators > Options Tab > How-To > Managing Cross Tenant Collections from the Options tab [GPv3]

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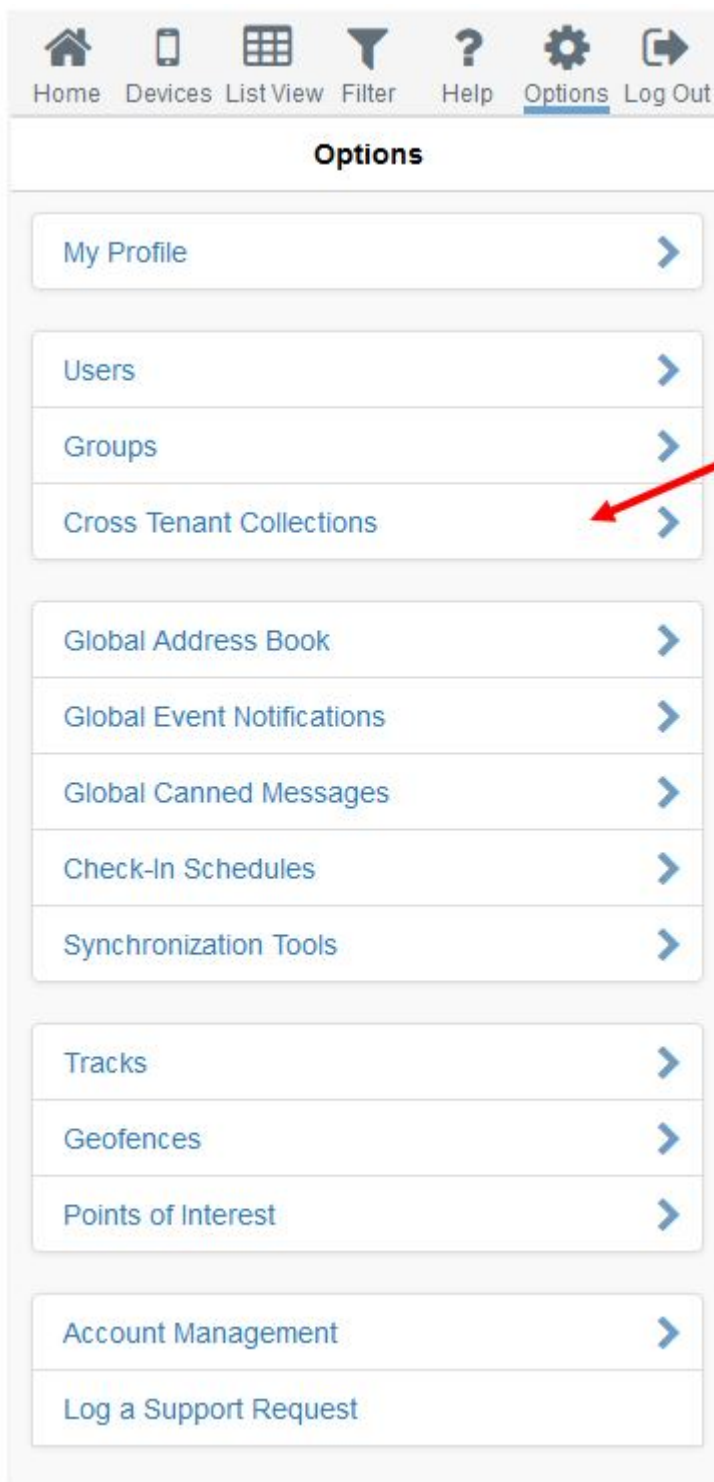
## Managing Cross Tenant Collections from the Options tab [GPv3]

Lu Parente - 2016-04-14 - in How-To

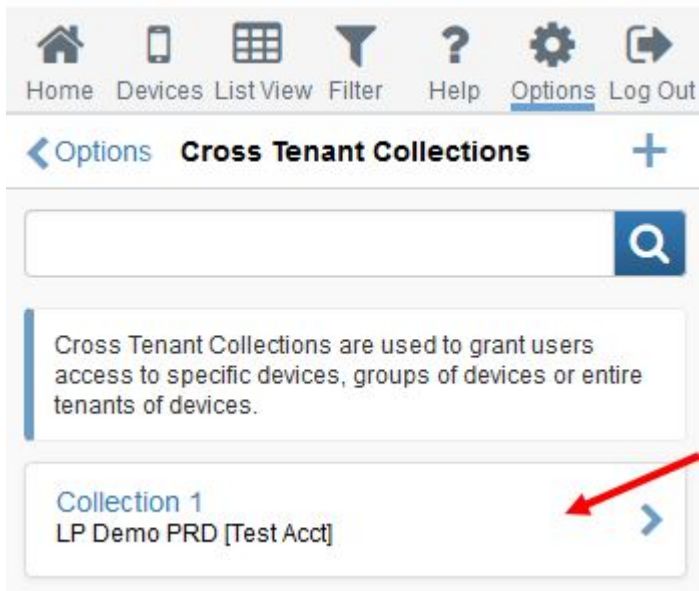
Cross Tenant Collections allows administrators to assign a combination of devices and groups to a collection and then assign viewers. The viewers will then have visibility over the defined devices and groups upon logging to the GeoPro web app. This can be extremely helpful in cases where you require a single user or multiple users to oversee a single group, multiple groups or a combination of groups and devices.

This article explains how to modify an existing collection of devices, groups and/or viewers using Cross Tenant Collections.

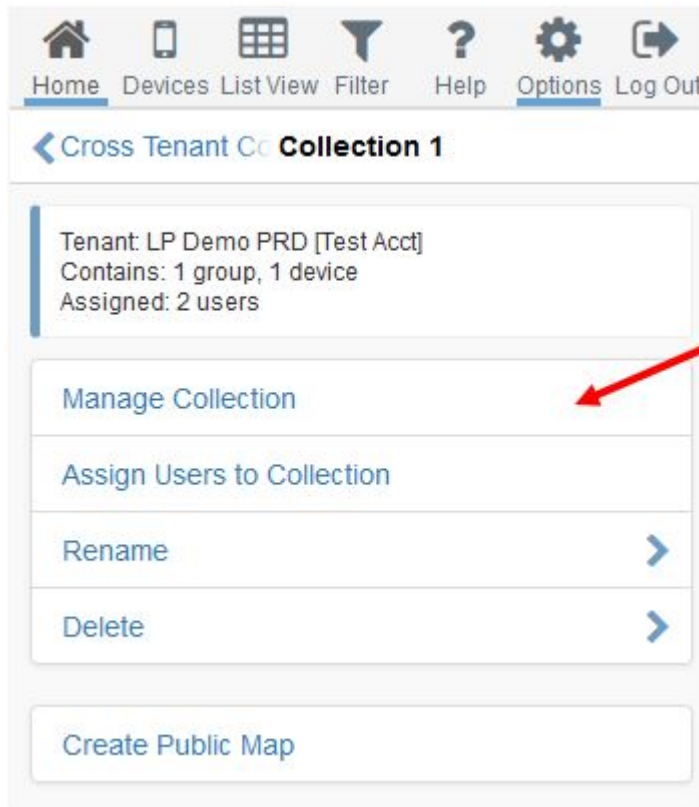
1. To modify an existing Cross Tenant Collection, navigate to the **Options** tab and select **Cross Tenant Collections** from the list.



2. The Cross Tenant Collections list will be displayed, select the desired collection from the list.



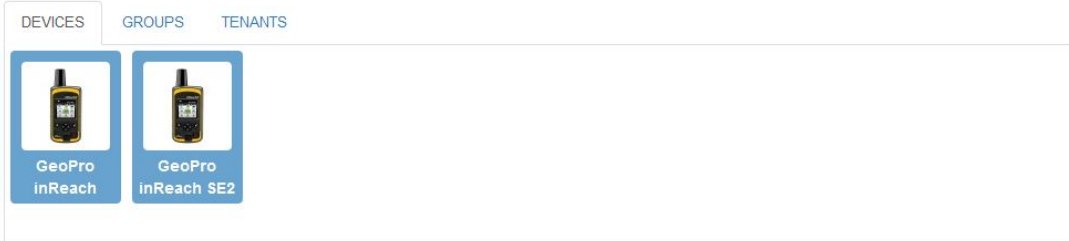
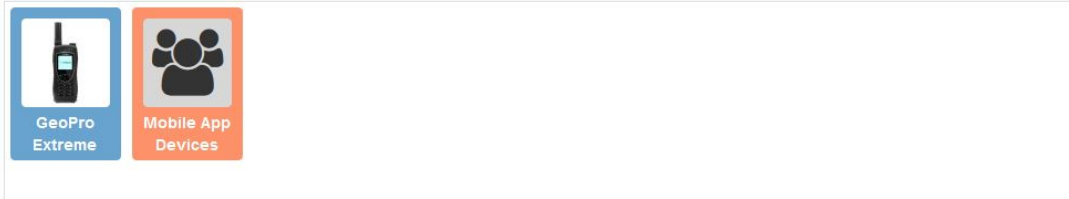
3. The collection detail page will be displayed, select **Manage Collection** from the list.



4. Next, you'll be presented with the ability to manage your collection of devices and/or groups.

## Manage Collection

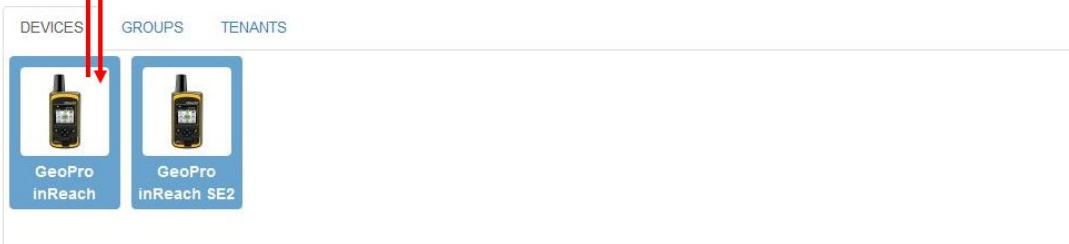
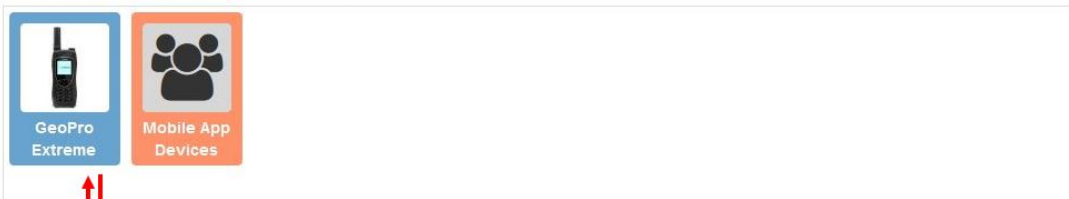
DEVICES, GROUPS AND TENANTS IN COLLECTION 1



5. Modify the collection of devices and/or groups by **dragging and dropping**. Assign devices from the **Devices** tab and groups from the **Group** tab by **dragging and dropping** up, to the top section. Unassign devices and groups from the collection by **dragging and dropping** down, to the lower section. Press **Save** when finished.

## Manage Collection

DEVICES, GROUPS AND TENANTS IN COLLECTION 1



6. You can also rename your collection. To rename your collection, select **Rename** from the list.

Home Devices List View Filter Help Options Log Out

< Cross Tenant Collection 1

Tenant: LP Demo PRD [Test Acct]  
Contains: 1 group, 1 device  
Assigned: 2 users

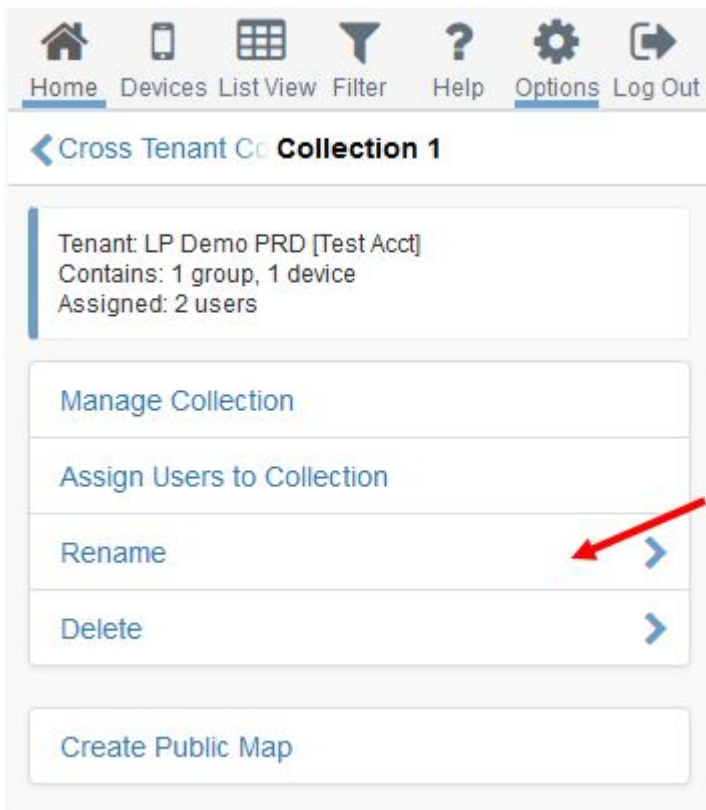
Manage Collection

Assign Users to Collection

Rename >

Delete >

Create Public Map



7. Give your collection a new name, press **OK** when finished.

Home Devices List View Filter Help Options Log Out

< Collection **Rename Cross Tenant Collection**

Collection Name

Collection 1

OK Cancel

