An Overview of the Groups and Roles System

In the updated Ignitor Labs platform, we have expanded the groups system to offer increased flexibility and control. This document will provide and overview of the updated system.

What's Different?

Roles:

We have added assignable roles for users within a group. Roles provide access to different features and controls of a group. There are four roles: **Owner, Admin, Reporter**, and **User**.

Subgroups:

In the previous system, there was only one level of group. In our updated system, we've added **subgroups** to give manager users greater control over the group structure and organization.

Content control:

The content control feature has been expanded to allow managers to assign content as well as transfer unassigned content to other managers within the company.

Group Benefits:

Our more robust grouping structure simplifies the discounts and membership perks. Special pricing considerations are now tied directly to membership in a group which cuts down on the need to distribute or manage as many promo codes.

Roles:

Assigning roles to members in a group allows for greater control of who has access to what functions within a group. These roles are defined below:

- **Owner:** This role is automatically assigned to the creator of a new group. There can only be one Owner of a particular group.
- **Admin:** This role can only be assigned by the Owner of a group. There can be multiple Admin within a particular group.
- **Reporter:** This role can only be assigned by the Owner or an Admin of a group. There can be multiple Reporters within a particular group.
- **User:** The basic, entry-level role of a group member. This role is automatically assigned to any new member of an existing group.

The functions each role is authorized to perform are listed in the table below:

| Function	Owner	Admin	Reporter	User
Receive special group content pricing	X	X	X	X
View special group access content catalogs	X	X	X	X
View Group Members	X	X	X	
View / Run Reports	X	X	X	
Invite individuals to Group	X	X		
Remove individuals from Group	X	X		
Purchase for others (Content Bin)	X	X		
Assign content to others	X	X		
Transfer content to another Content Bin	X	X		
Assign the Reporter Role	X	X		
Invite other Groups to the Group	X			
Remove child Groups from the Group	X			
Change Owner	X			
Change Admin Role	X			
Remove Admin Role	X			
Add Admin Role	X			
Edit Group Details / Description	X			
Delete Group	X			

Subgroups

In the past, if a company had several locations in their organization, completely separate groups would have to be created for each. Now the main company group can be created and have subgroups for different locations. The benefit of these subgroups is that they are still tied to the main group, and their creation and management is under control of the manager users. See illustration below:
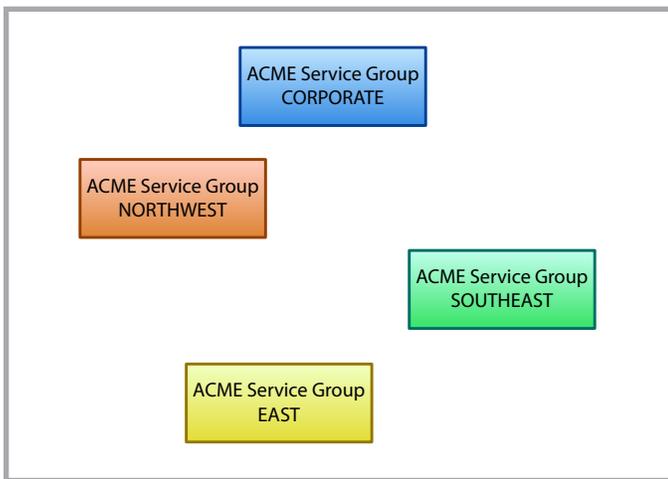
Old System   **New System**
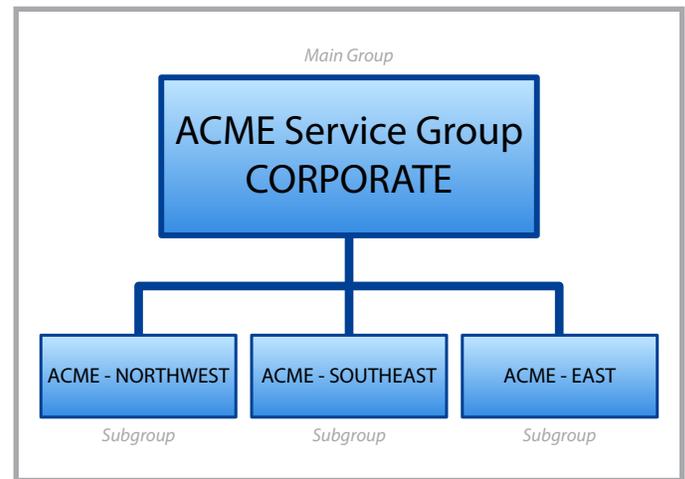
Create a New Subgroup:

The ability to create a new subgroup is only available to an Owner or Admin user of the group. The interface is located in the Manage Profile section of the manager's account, under the Groups tab. Subgroups are always linked to the original groups. To create a group, fill out the name of the group and a brief description, then click 'Submit.' You will be added to the new subgroup as the group Owner, and it will appear in your Active Groups list.

Content Control

We have added to the control that manager's have over the content that they purchase for their subordinates. Content can easily be assigned to users, or transferred to other managers within the company.

The new grouping system also provides an additional level of security for purchased content. The system does not allow any user to belong to two different company groups. This prevents content purchased by one company from being transferred or assigned outside that company. For more information on the process of assigning or transferring content, see the tutorial: Step-By-Step: Managers - Assigning Content.

Group Benefits

The grouping system provides access to several benefits which range from vital management tools to simplification of authorizations and discounts. Some of the benefits of useing the grouping system are:

- **Reporting:** View, organize and download reports for the group.
- **Access to special pricing:** Group-wide discounts are now attached directly to the group, reducing the number of promo codes to keep track of.
- **Access to special content:** Membership to certain groups will automatically unlock access to special industry content.
- **Manager purchasing content for others:** Groups allow manager users to purchase, distribute and assign content to others within their group.