Project Groups

What is a Project Group?

Project specific ‘Groups’ (Fig 1) can be created to control access to various content within Projecis (e.g. Files, Discussions), or for receipt of certain types of communications (e.g. Project Alerts).

Creating a Group:

- Open the project in which you wish to create a ‘Group’
- Select ‘Settings’ tab in the upper right (Fig 2)
- Select ‘Groups’ sub-tab and then ‘Create Group” on the right (Fig 2, 3)
- Enter the name of the Group and select the members of this group (Fig 4)
- Select ’Create Group’ button on the bottom

Note:

- Only Leaders on the project can create a ‘Group’
- Groups are Project specific and created within the project
- Members of the ‘Group’ can be edited at any time by a Leader on the Project

Fig 1

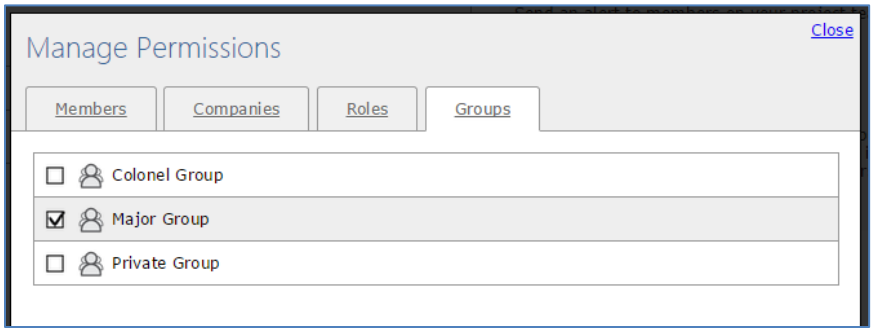


Fig 2

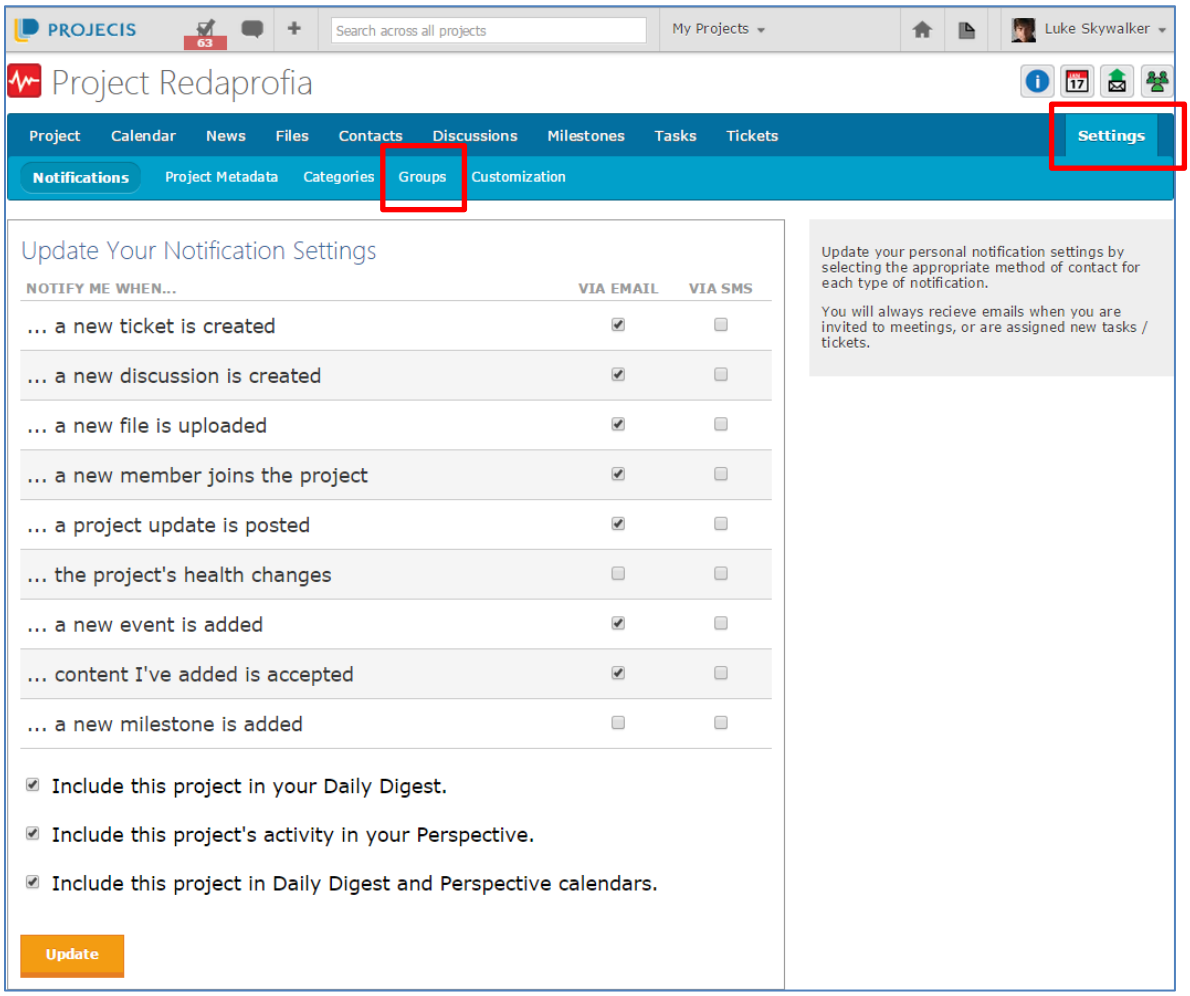
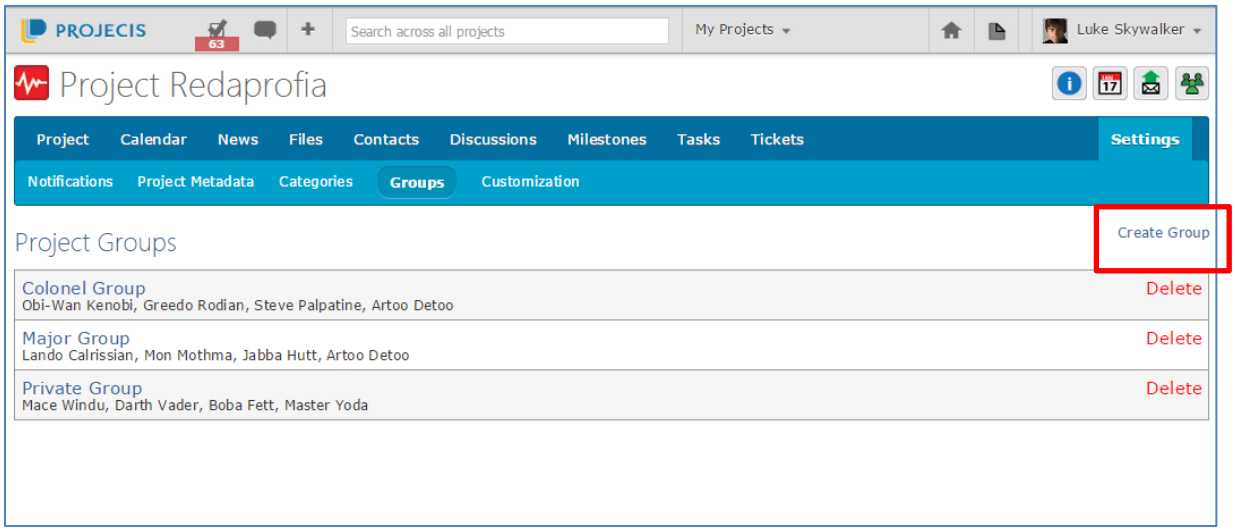

PROJECIS
63
Search across all projects
My Projects
Luke Skywalker
Project Redaprofia
Project
Calendar
News
Files
Contacts
Discussions
Milestones
Tasks
Tickets
Settings
Notifications
Project Metadata
Categories
Groups
Customization
Update Your Notification Settings
NOTIFY ME WHEN...
VIA EMAIL
VIA SMS
... a new ticket is created
... a new discussion is created
... a new file is uploaded
... a new member joins the project
... a project update is posted
... the project's health changes
... a new event is added
... content I've added is accepted
... a new milestone is added
Include this project in your Daily Digest.
Include this project's activity in your Perspective.
Include this project in Daily Digest and Perspective calendars.
Update
Update your personal notification settings by selecting the appropriate method of contact for each type of notification.
You will always recieve emails when you are invited to meetings, or are assigned new tasks / tickets.

Fig 3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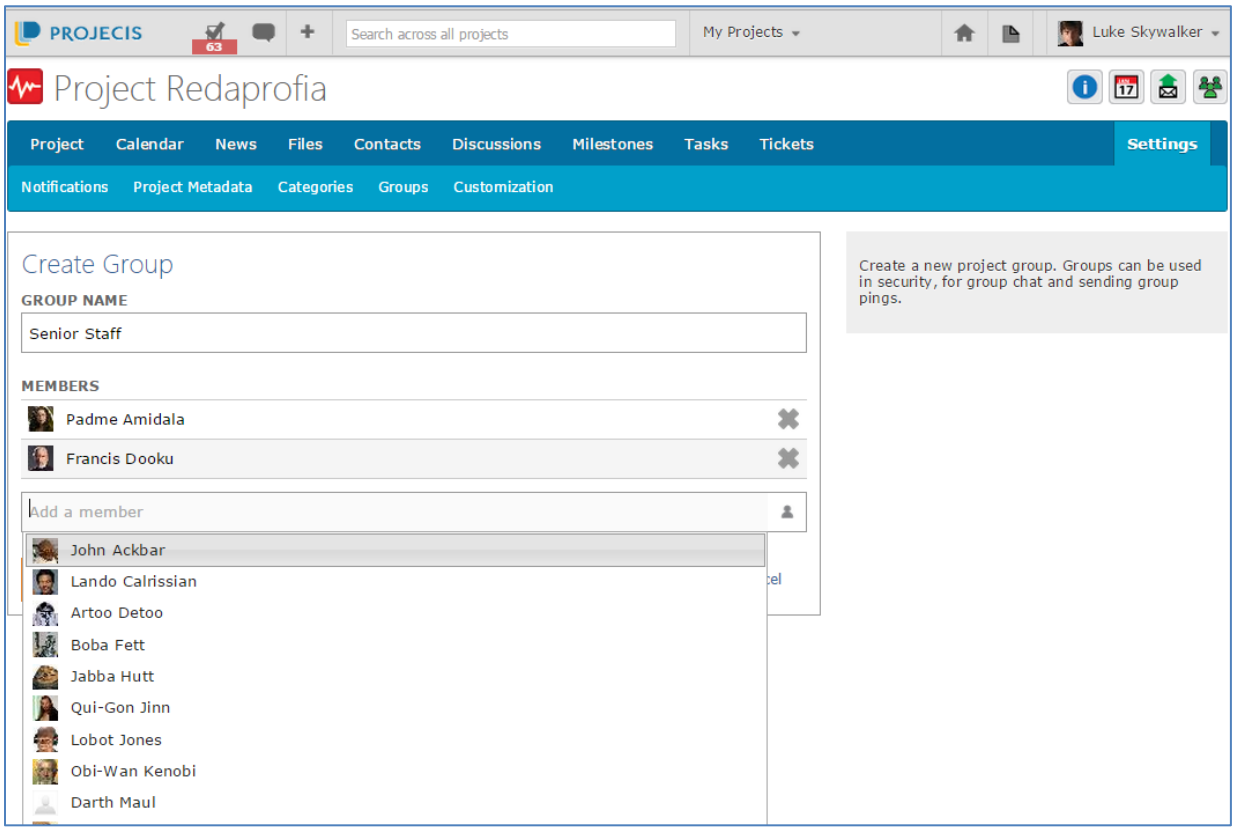
Project Metadata
Categories
Groups
Customization
Project Groups
Create Group
Colonel Group
Obi-Wan Kenobi, Greedo Rodian, Steve Palpatine, Artoo Detoo
Delete
Major Group
Lando Calrissian, Mon Mothma, Jabba Hutt, Artoo Detoo
Delete
Private Group
Mace Windu, Darth Vader, Boba Fett, Master Yoda
Delete

Fig 4



Recommended Web Browsers

We recommend using Google Chrome, Firefox or Safari (Apple) as the web browsers when using Projecis. Other browsers, such as Microsoft Internet Explorer, may not provide you access to all the features within the system.

Links to Download Recommended Browsers:

Google Chrome: https://www.google.com/intl/en/chrome/

Firefox: https://www.mozilla.org/en-US/firefox/desktop/