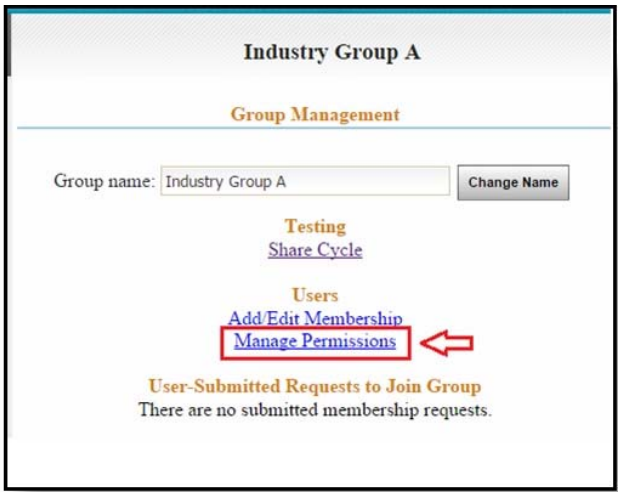
How to Set Permissions for Industry Group Members

This guide explains how to set the permissions for each user of an industry group.

Click on "My Groups", then click on "Dashboard" under the industry group you would like to set permissions for.

Click on "Manage Group" on the Group Dashboard page.

The Group Management page will open. Click on "Manage Permissions".



The Permission Management page will open, listing all users of the group. Users with manager permissions are under the "Group Managers" section. The remainder of the users are listed under the "Group Users" section.

All boxes with a check mark indicate that the user has permission for that activity.

Click on a box to either add a check mark or remove a check mark. Once all permissions are set, click on one of the "Apply" buttons.

Actions available by setting permissions:

- **Take Group Tests** - allows user to open the test(s) within a shared cycle and fill in answers.
- **Share Tests with Group** - allows user to share the cycle with the group.
- **Review Tests** - allows user to open the view (read-only) version of the test to review.
- **Submit Tests to CTS** - allows user to submit the full cycle or individual test series to CTS.
- **Retract Group Test** - allows user to retract the full cycle from CTS.
- **Invite Members to Group** - allows user to add other users to the group and send invitation e-mails to them.
- **Manage** - allows user to set permissions.
- **Receive Emails Regarding This Group** - allows user to receive all emails sent out for this group.

Note: *The user who started a group is automatically set as Group Manager. This user has all the permissions. Users within an Industry Group receive the first five permissions by default upon joining.*