Administrator Topic

Use Case - Multiple Checkbox Criteria in Groups

These use cases demonstrate how the multiple checkbox criterion is applied in groups.

To create a Group from the Organizational Unit page, go to **Admin > Tools > Core Functions > Organizational Units > Manage Organizational Unit Hierarchy**. From the **Select Organizational Unit** drop-down list, select Group. Then, select the **Add Group** link.

🔒 Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Group Manage - Create, View, Copy and Edit Group	This permission grants access to the Manage Groups page and controls which Group organizational units (OUs) the administrator can view and manage on this page. It also allows administrators to create, copy, and edit Groups and view the current Group membership for an existing Group. This permission can be constrained by OU and User's OU. This is an administrator permission. The permission constraints are relative to the Group creator. That is, administrators can only access Groups created by administrators currently within their constraints. **Note:** This permission can be constrained by Provider, but it has no impact on which groups appear on the Manage Groups page. Administrators with this permission must also have the *Group Manage - Manage Group Membership* permission.	Core Administration
Group Manage - Manage Group Membership	This permission allows administrators to add to or edit the Group membership criteria for a Group organizational unit (OU) when creating, copying, or editing a Group. This permission can be constrained by OU and User's OU. This is an administrator permission. When creating a Group, the administrator's permission constraints are applied as a fixed, global constraint on the Group membership. They always apply to the membership, even if the group creator changes roles or an administrator with different constraints edits the Group. Only users within the global constraint can be included in the Group membership, regardless of the Group Criteria. If there is a global constraint, it will appear above the Group membership. When creating or editing a Group, the permission constraints also limit the Group membership criteria search. When searching for dynamic criteria, only the criteria type used in the constraint is limited. For example, if an administrator is constrained to Division: Sales, the administrator can only select the Sales Division or add static users in the Sales Division. If that administrator adds Location as a criterion, the administrator can search for and select any Location OU to the Group because their permission is not constrained by Location OU. However, the Sales Division constraint is applied when the system calculates Group membership. If this permission is unconstrained, the administrator can search for and add any available criteria or static user to the Group criteria. Administrators can include any user in the portal as a Group member. **Note:** If this permission is constrained by Provider, and the administrator attempts to add a Training criteria, the Training Search will only return learning objects under that Provider. There is no other impact to constraining by Provider. Administrators with this permission must also have the *Group Manage - Create, View, Copy and Edit Group* permission.	Core Administration
Group Update - Edit Group Membership	This permission allows administrators to edit the membership criteria for existing Group organizational units (OUs). This permission can be constrained by OU and User's OU. This is an administrator permission. When editing a Group, the permission constraints limit the Group membership criteria search. When searching for dynamic criteria, only the criteria type used in the constraint is limited. For example, if an administrator is constrained to Division: Sales, the administrator can only select the Sales Division or add static users in the Sales Division. If that administrator adds Location as a	Core Administration