***Guardian – Process to Create New Group:***

In Guardian Application, Registered users can add to group, so that Group Admin can track all the users under that group and help users if required. Group should be created by Group Admin from Guardian Portal. To create any New Group, we need following details:

1. Group Name – Appropriate name where users can Search and Join from Guardian Phone app.
2. Domain – Organization/group domain where users can validate their group membership.
3. Live ID – Live ID/Outlook credentials by which Group Admin can login to Guardian Portal.
4. Phone Number – Organization Security or Group Admin Phone number.
5. Location – Location/City for which Group Admin can help users.
6. Group Type – Group Type can be Private/Public/Social.
7. Live AuthID – For authentication purpose and refer below steps to generate Live AuthID
8. Live UserID – For Authorization purpose and refer below steps to generate Live UserID

***Example:***

1. **Group Name:** Guardian Demo
2. **Domain:** @microsoft.com
3. **Live ID:** [guardiandemo@outlook.com](mailto:guardiandemo@outlook.com)
4. **Phone Number:** +919985121428
5. **Location:** HYD
6. **Group Type:** Private
7. **Live AuthID:** eyJhbGciOiJIUzI1NiIsImtpZCI6IjEiLCJ0eXAiOiJKV1QifQ.eyJ2ZXIiOjEsImlzcyI6InVybjp3aW5kb3dzOmxpdmVpZCIsImV4cCI6MTM5Nzc0MzU1MiwidWlkIjoiYzE0Mzc2YWZkMDJmOWQ1MDhkNTlmMjI5YjAzMmYzYTciLCJhdWQiOiJndWFyZGlhbnBvcnRhbC1kZXYuY2xvdWRhcHAubmV0IiwidXJuOm1pY3Jvc29mdDphcHB1cmkiOiJhcHBpZDovLzAwMDAwMDAwNDAxMEE2MjciLCJ1cm46bWljcm9zb2Z0OmFwcGlkIjoiMDAwMDAwMDA0MDEwQTYyNyJ9.3Gf\_XvoXFD1Tq9JDRILa9jaotGaNAL5HDaGKAfdoVnQ
8. **Live UserID:** c14376afd02f9d508d59f229b032f3a7

Once we have all the required details to create New Group, first we need to generate Live AuthID and Live UserID for new group and below is the process to generate.

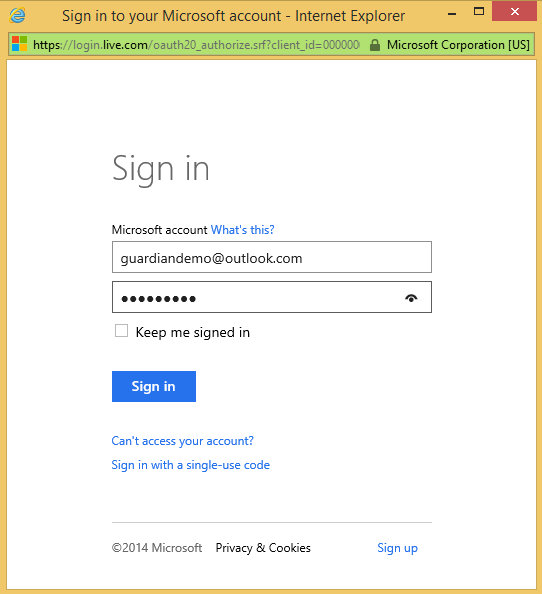
***Note:*** Please note that, Live UserID which is generated from Dev environment cannot be used in Production environment and it will not work as ClientID which is used to generate Live UserID varies from environment to environment.

***Process to generate Live AuthID and Live UserID***

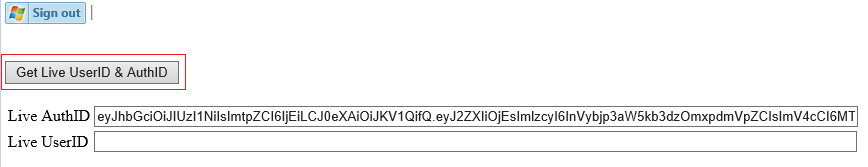
1. If you are logged in with Live Id credentials for any application, Please Logout. If you don’t logout, it will try to generate Live Auth ID and Live User ID for logged in credentials.
2. Open <https://guardianportal-dev.cloudapp.net/testpage.aspx> and click on Sign In button.



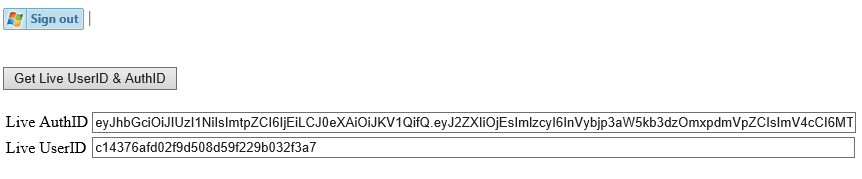
1. Provide New Group Live ID credentials and click on Sign In.



1. Once you Sign In, it will get Live AuthID from session and copy to Live AuthID text box. If you see some value from Live AuthID text box then click on Get Live UserID & AuthID. If you don’t see value then may be something wrong and Sign out and Sign In again.

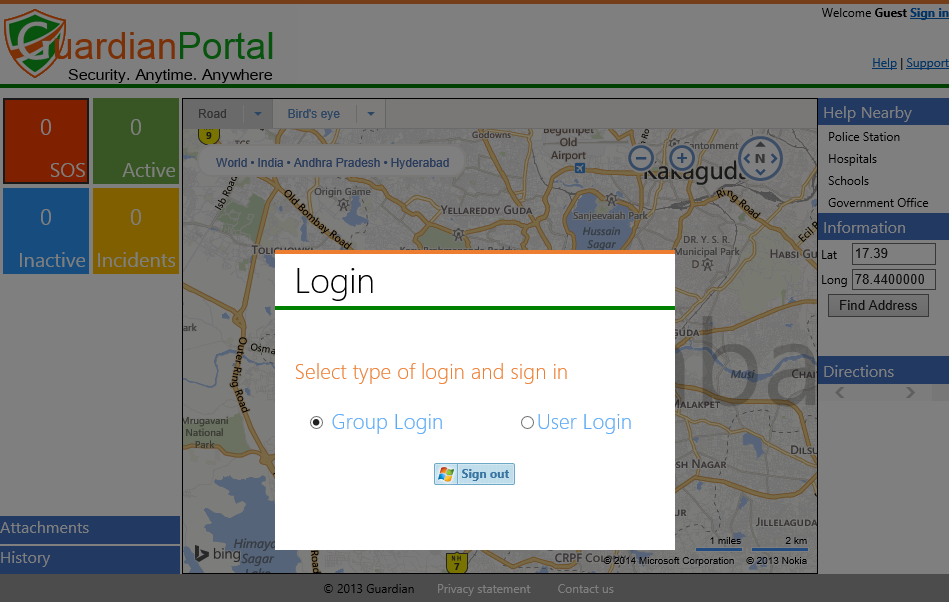


1. Once you click on Get Live UserID & AuthID button, it will take Live AuthID and generate Live UserID. Once you see both the values as shown below, copy both of them to Notepad to use it while creating New Group from Guardian Portal - Admin Features.

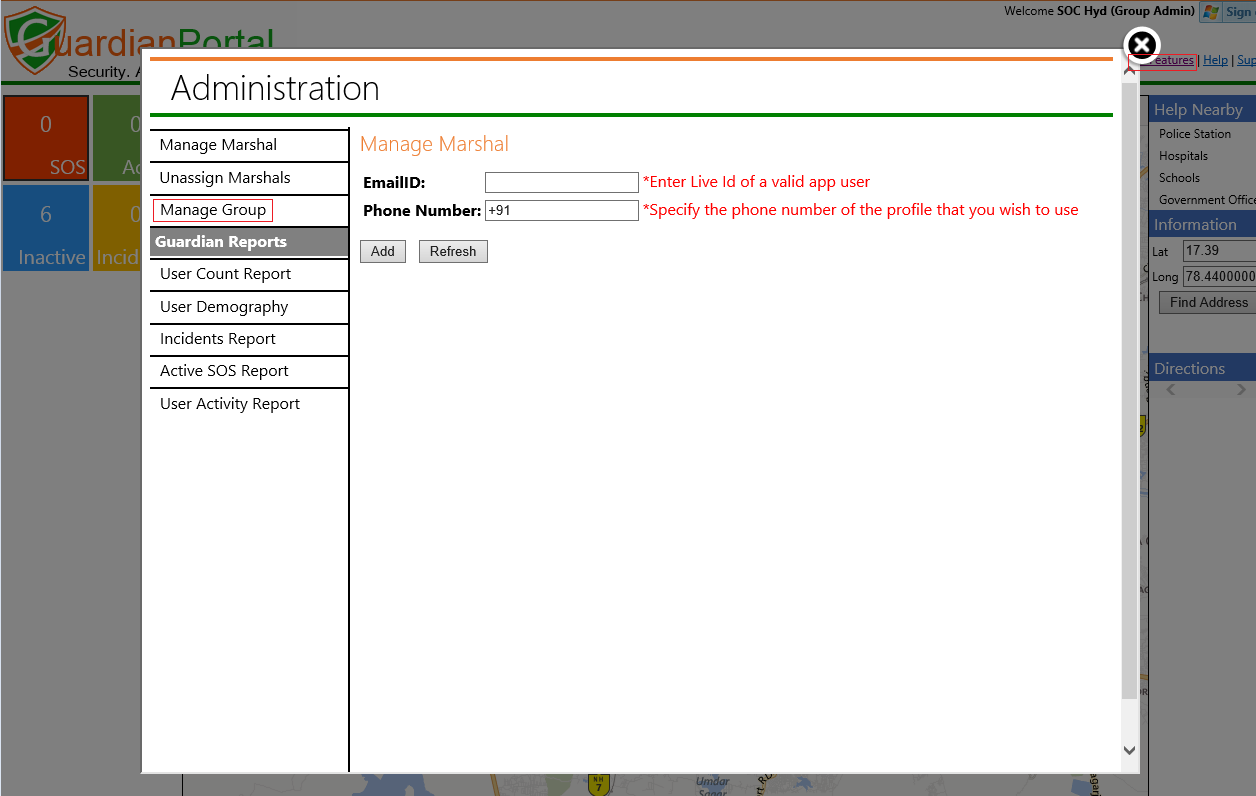


***Process to create new Group from Guardian Portal:***

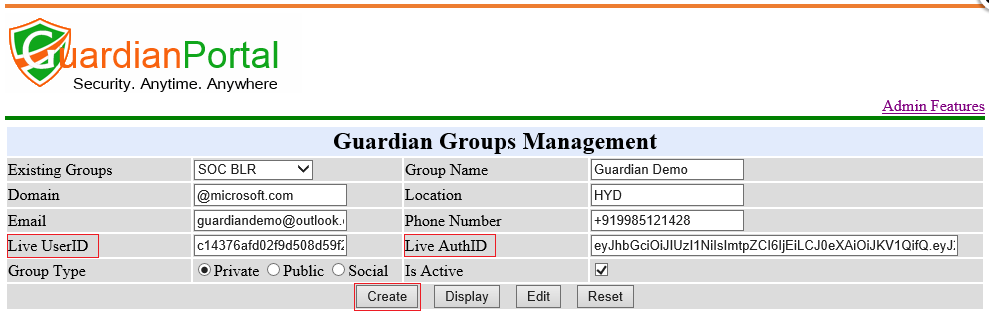
1. Open Guardian Portal [<https://guardianportal-dev.cloudapp.net> ]. Sign In with Existing and Valid Group Admin Live ID credentials.



1. Click On Admin Features and then click on Manage Group



1. Provide all the required details except Existing Groups field and click on Create Button to create New Group. Existing Groups field is just to show all the existing groups in Guardian Application.



1. Click on Reset button to show new Group in Existing Groups drop down list.
2. Select any group from Existing Groups list and click on Display button to display selected group details. If you need to update any details for selected group, Update the details and Click on Edit button to update accordingly.
3. Users can join to new group from Guardian Phone application once Group is created from Portal

