

Site Groups

📅 Updated on 04 Sep 2024 • ⌚ 6 Minutes to read • Contributors

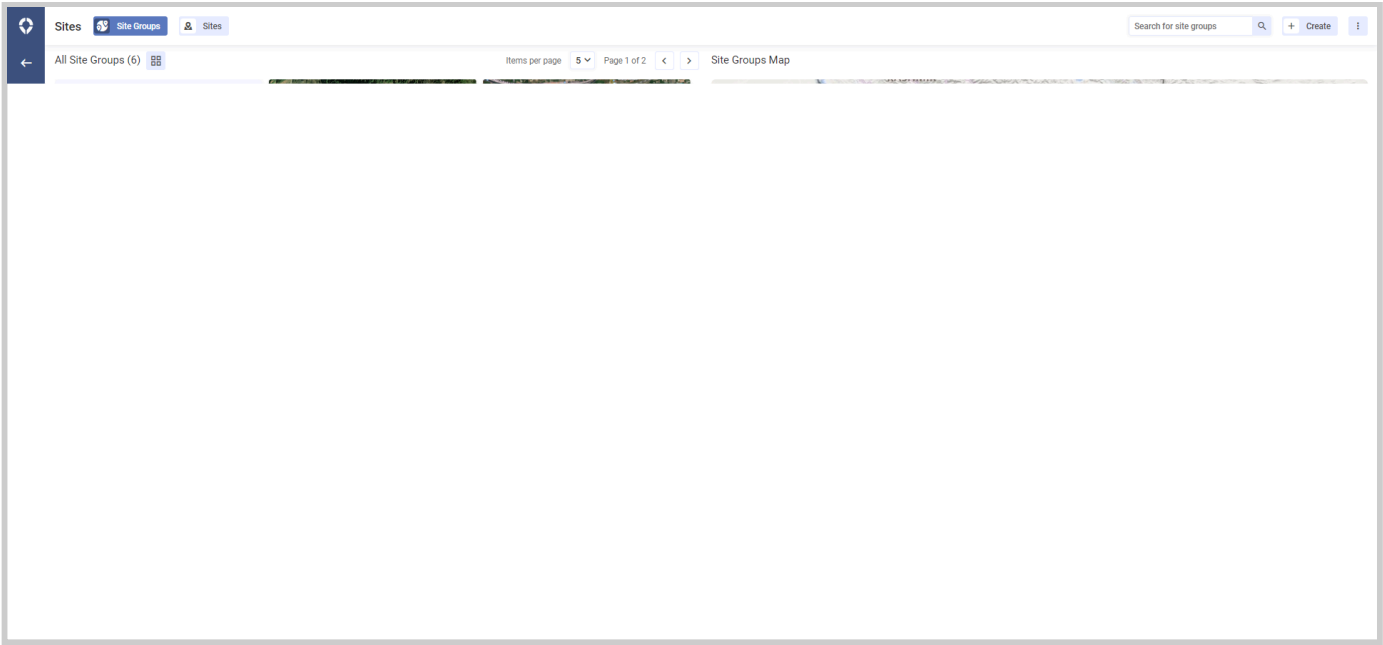
The Site Group feature in SkyDeck enables you to organize your operations effectively by grouping different sites according to your needs. SkyDeck allows flexible grouping without restrictions on how you organize sites. You can assign these site groups to project milestones for enhanced project tracking and control user access to specific site groups.

This article covers the following features:

- [Understanding the layout of the Site Group page](#)
- [Creating a Site Group](#)
- [Modifying a Site Group](#)
- [Deleting a Site Group](#)
- [Managing User Access for Site Groups](#)
- [Linking and Unlinking Sites](#)
 - Creating a new Site within a Group
 - Add an existing Site to a Group
 - Unlinking Site from a Site Group

Understanding the Layout of the Site Group page

The **Site Groups** page displays the existing site groups on the left pane, and the right pane displays the location of these site groups on the map.



Site Groups Card view

The following options are available on the **Site Groups** page:

Options	Description
All Site Groups	Lists all existing site groups as cards or list
Switch Layout Icon	Allows you to view the site groups in a card or list format. <div><div></div><div>If there are fewer than or equal to five site groups, the cards by default. More than five site groups are displayed as a list.</div></div>
Create New Site Group	Allows you to create a site group.
Items per page	Allows you to select the number of site groups to be displayed. <div>Use the arrows next to the page number to navigate between pages.</div>

Creating a Site Group

1. Navigate to the **Site Group** page in **Sites** module and click the **CREATE NEW SITE GROUP** option in the left pane. **OR** On the top right of the page, click **Create** and select the **New Site Group** option.
2. Input the following information:

Field	Description
Site Group Name*	Enter a name for the site group. <div>The Site Group name must contain 5 to 50 characters</div>
Organization Name*	This is a read-only field that displays the name of your organization
Site Group Description	Add in details that help describe your site group
Primary Site Group Location*	On the map view, Input the Site group location of the Site group

4. Click **Save**. The new site group is created and displayed under **All Site Groups**.

Modifying a Site Group

You can update the following details for an existing site group:

- Site Group Name
 - Site Group Description
 - Primary Site Group Location
1. In the **Sites** module, under the **Site Groups** tab, click the **three dot** icon against the site group you want to modify and then click **Edit**. **OR** If you have opened the site group, in the top bar next to the site group name, click **More Details**, and then click **Edit**. The **Edit Site Group** page is displayed.
 2. Update the required details and click **Save**.

Deleting a Site Group

1. In the **Site Groups** page, click the **three dot** icon against the site group you want to delete and then click **Delete**. **OR** If you have opened the site group, in the top bar next to the site group name, click **More Details**, and then click on the **DELETE** option.
2. In the pop-up that is displayed, in the **input box**, type DELETE SITE GROUP and click **Delete Site Group**. The Site Group is deleted. However, the sites linked to this site group are still available and can be found under the **Sites** tab.

You cannot delete a site group if there are any active milestones linked to the site group. You may either wait for the milestone(s) to be completed or remove these milestone(s) to delete this site group

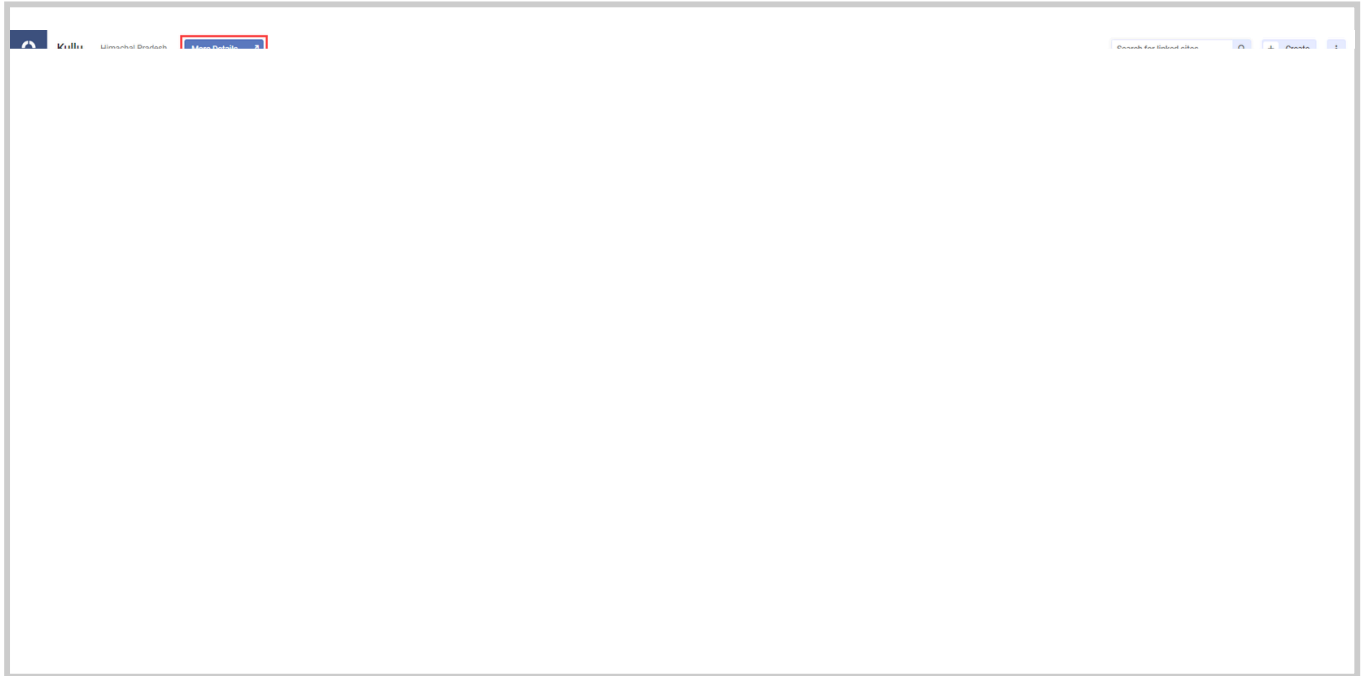
Managing User Access for Site Groups

By default, only the Admin has access to all site groups created on Skydeck. A Site Manager or a Project Manager can create a site group and give access to other users who need to access this site group.

The level of access available to each user is decided by the role assigned to that user.

For more information on the roles and accesses, click [here](#).

1. Navigate to the Site Group that you want to modify.
2. In the top bar next to the site group name, click **More Details**.



Site Group Details

3. In the pop-up that is displayed, go to **Manage Access**, click the **add** icon. The **Manage Access** dialogue box opens on the screen displaying the users who have access to the site group.
4. To remove access, click **Remove** next to the user's name.
5. To give users access to this site group, in the search box under **Invite users to Site Group**, enter the name or email address of the user, and select the user from the displayed list. Repeat this process to add multiple users.

When you enter the name or email in the search box, users with any role, except pilot, will be displayed in the search results. The search result does not display users with admin role as they have access to all the modules by default.

6. Click **Invite Users**. The selected user(s) are given access to the site group and all the sites under it, and the access update notification(s) are displayed briefly on the top right. The site group is now displayed in the **Sites** module of these user(s).

Linking and Unlinking Sites

Creating a new Site within a Group

1. Open the Site group that you want to add sites under.
2. Click **LINK SITES TO SITE GROUP** and then click **Create A New Site**. The **Create Site** page is displayed.
3. Input the required information to create a new site. [Click here](#) for detailed steps for creating a new site.
4. The created site will be added to your Site group

Add an existing Site to a Group

In this section, we will learn how to select existing sites and link them to a site group from within the site group. There are two other ways of linking sites from within a site group:

1. Open the Site group that you want to add sites under.
2. On the displayed site group page, click **LINK SITES TO SITE GROUP** and then click **Select Existing Sites**. A list of all existing sites is displayed.
3. Select the site(s) that you want to link to the site group.
4. Click **Link Selected Sites**. The selected site(s) are linked to the site group.

Unlinking Site from a Site Group

1. In the **Sites** module, under the **Site Groups** tab:
 - In the **Card view**, click **View** on the card of the site group from which you want to unlink sites.
 - In the **List view**, click the name of the site group from which you want to unlink sites.
2. On the displayed site group page, click the **three dot** icon on the card of the site you want to unlink and then click **Unlink Site from Site Group**.
3. In the confirmation dialog box, click **Unlink**. The site is unlinked from the site group and can be found under the **Sites** tab.



Previous
Comparing Surveys

Next

Bulk Site Creation

