

Introduction to Content Groups

This section discusses how to manage Content Groups within the SpireESM. A Content Group is a group of users who share rights to a set of pages.

An individual can belong to multiple Content Groups, thereby giving them varying degrees of permissions.

Adding a user to a Content Group gives that individual access rights to the pages specified in the Site Pages field of the Properties accordion.

Adding to the Site Pages field gives the user access to that page and all child pages.

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Add a Content Group

To add a content group, follow these steps:

1. Click the Content Groups tab in the top navigation.
2. Click the Add Content Group link right below the top navigation.
3. Update the fields of the form. See the [Section Form Fields](#) and the [Common Error Messages](#) area for more info.
4. Click Save.

Edit a Content Group

To edit a content group, follow these steps:

1. Click the Content Groups tab in the top navigation.
2. Find the Content Group that you wish to edit by either finding it in the left navigation or by using the search tab also in the left navigation.
3. Fill in the fields of the form. See the [Section Form Fields](#) and the [Common Error Messages](#) area for more info.
4. Click Save.

Section Form Fields

In the **header**.

Content Group Name: This is the name of the content group. Enter a name that relates to the type of role that users will be associated with for this content group.

In the **Properties** Accordion.

Description: A short description of the purpose of this group.

Site Pages: This is the list of pages that users in this content group will be able to access. Pages inherit down so if you select the home page as one of the pages, then since all pages inherit from this one, users associated with this group will have access to all pages.

In the **Users** Accordion.

Users in Content Group: This is the list of users associated with this Content Group. If a user is selected in the list, then that user will have access to the area selected in the Site Pages form field.

In the **Asset Groups** Accordion.

Asset Groups: This is the list of asset groups associated with this Content Group. If an asset group is selected in the list, then that user will have access to the assets associated with that asset group.

The **History** Accordion.

Open this accordion to see recent history pertaining to this module.

Delete a Content Group

To delete a content group, follow these steps:

1. Click the Content Groups tab in the top navigation.
2. Find the Content Group that you wish to edit by either finding it in the left navigation or by using the search tab also in the left navigation.
3. Click the delete button at the top of the page. See the [Common Error Messages](#) area for more information.

Common Error Messages

There are users in this group. Please delete them before deleting this group.

Content Groups may not be deleted until they have no users associated. To delete a content group, first remove all users and then save it. Then use the delete button.

The Content Group Name is required.

Content Groups must have names so that they can interact with other sections of the site. Please fill in the Content Group Name field.