

Group admin

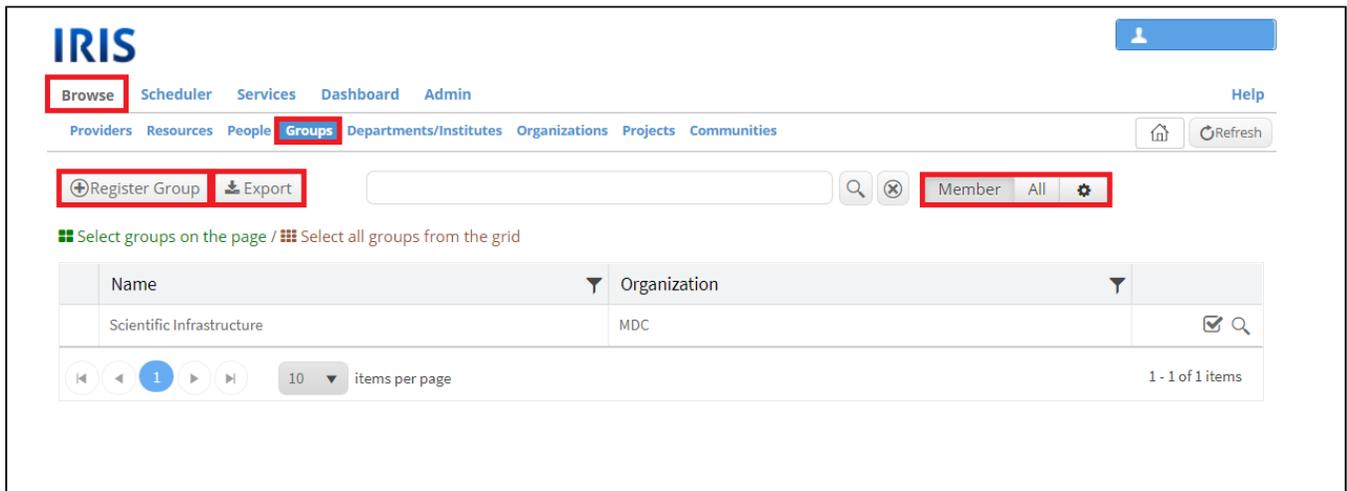
Table of contents

- [About groups](#)
- [Abilities as a group admin](#)
- [Create a group](#)
- [Edit your group](#)

About groups

Groups in IRIS are used to assemble users. This is mostly used for scientific groups. Groups can be helpful to give resource access or apply booking restrictions.

All groups you are a member or an admin of can be found at BROWSE.GROUPS or at DASHBOARD.MEMBERSHIPS. "Member" selects all groups you are a member of, "All" selects all groups of your associated organizations and the gear wheel symbol select all groups you are an admin of.



The screenshot shows the IRIS web interface. At the top left is the IRIS logo. A navigation bar contains links for Browse, Scheduler, Services, Dashboard, and Admin. Below this is a secondary navigation bar with links for Providers, Resources, People, Groups, Departments/Institutes, Organizations, Projects, and Communities. A search bar is present with a search icon and a refresh button. Below the search bar are buttons for Register Group and Export. A filter bar shows 'Member', 'All', and a gear icon. Below the filter bar is a legend: 'Select groups on the page' and 'Select all groups from the grid'. A table with two columns, 'Name' and 'Organization', contains one row: 'Scientific Infrastructure' and 'MDC'. At the bottom of the table is a pagination control showing '1' of 1 items per page and '10 items per page'.

Name	Organization
Scientific Infrastructure	MDC

Abilities as a group admin

- [Edit your group](#)

- Enable the **"Orders"** tab in the [Dashboard](#): Therefore you need to open the settings of your group, select the **"Settings"** tab and tick the button **"enable group order"**. After ticking that button a new line appears where you can enter the admins for the group order list. These admins can edit every order from the group.

The screenshot shows the 'Edit Group' settings window for 'Demo Open IRIS'. The 'Settings' tab is active. The 'Enable group orders list' checkbox is checked and highlighted with a red box. Other fields include Group Name (Demo Open IRIS), Short name, Contact email (openiris@mdc-berlin.de), Group head, Group heads from IRIS, Type (None), Keywords, Organization (Open IRIS), Affiliated department (none), AD Integrated, Creator, Auto approve group membership requests, Allow users from different organizations (checked), Affiliated communities, Link URL, Group nick name, and GUID (33ddcb56-5856-43e6-83f1-ecdc94af9d7a). The 'Update' button is also highlighted with a red box.

Create a group

To create a group go to [BROWSE.GROUPS](#) and click on **"Register Group"**. A new window will open asking for some information about the group. After entering all required information click on **"Register"** to register the new group. **"Close"** will only close the window without saving any information or creating the group. After a group is created you can edit it to adjust more settings or add members.

The screenshot shows the 'Register Group' window. The 'Register' button is highlighted with a red box. Fields include Group Name, Short name, Contact email, Organization (Max Delbrück Center for Molecular Medicine in the...), AD Integrated, Auto approve group membership requests, and Affiliated communities. The 'Close' button is also visible.

Edit your group

All groups can be found at [BROWSE.GROUPS](#). Every group you are an admin of has a little gear wheel symbol on the right. By clicking on it you can open a new window with the group settings. It contains the following sub-tabs:

- **Members:** Here all members of the group are listed. New members can be added, existing members can be edited or deleted.
 - **Group Admins:** This tab lists all group admins. Again new ones can be added or existing ones can be removed.
 - **Settings:** Here the general settings of the group can be edited and adjusted.
 - **Bookings:** This tab lists all bookings by members of the group.
 - **Requests:** This tab lists all requests made by a member of the group. The requests are listed independent of their current status.
 - **Charges:** This tab contains all charges made by a member of the group. You can also get a monthly report of open charges.
 - **Cost center:** In this tab all cost centers of the group are listed. A new cost center can be added when clicking on "Add cost center".
-