

Article Overview 0 Views 0 Conversations Reacted

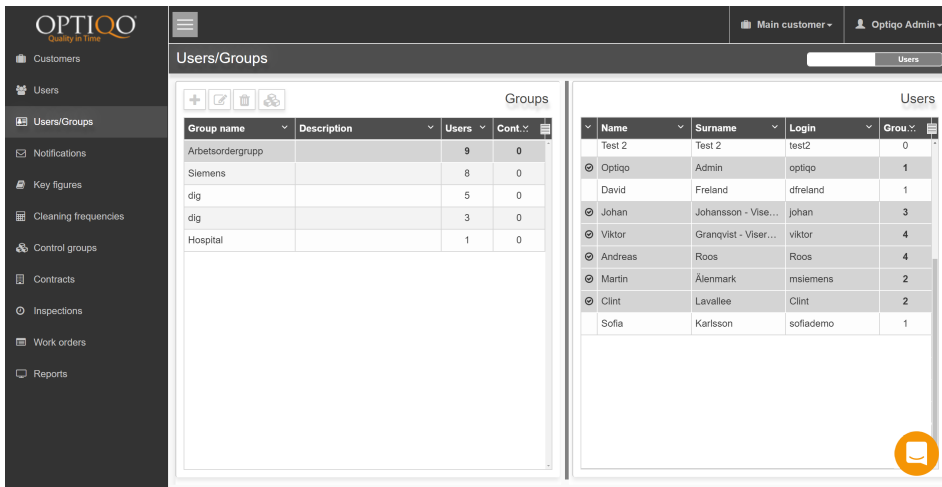
Published

https://intercom.help/optiqo/en/articles/2207168-users-groups

Users/Groups

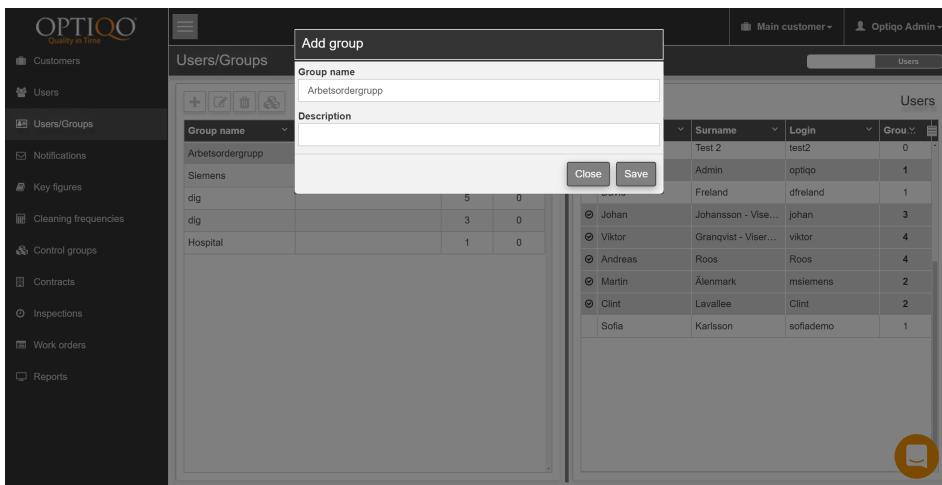
Users/Groups Optiqo WEB

Written by David Freland Updated over a week ago



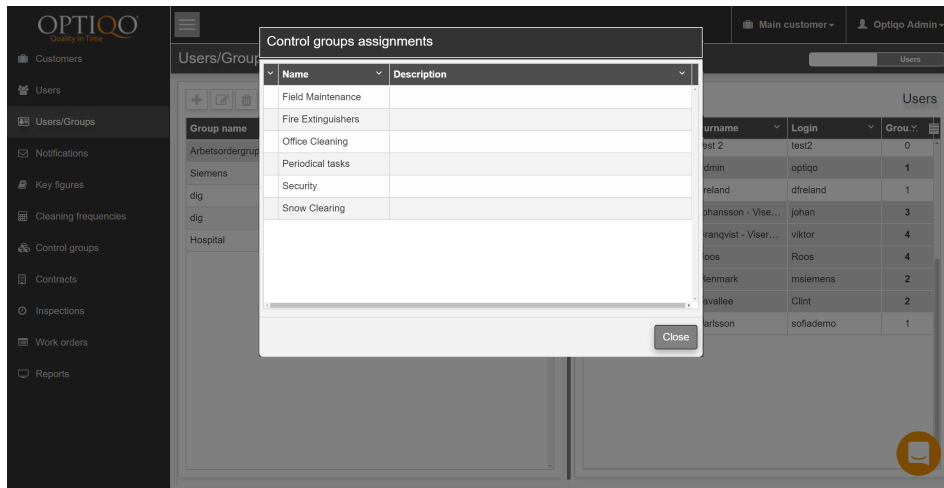
(https://downloads.intercomcdn.com/i/o/70773474/5e40230e0b159f793de7d03e/groups1.png)

Here you can assign users to groups. By assigning users to groups it will be easier to add them to inspections. Instead of having to add users one by one to inspections you'll be able to add a group.



(<https://downloads.intercomcdn.com/i/o/70774036/426c25d0cb00e95838c63382/groups2.png>)

Here you can add new groups, edit groups and delete groups



(<https://downloads.intercomcdn.com/i/o/70774137/5718eae1ec8752628b76ec6b/groups3.png>)

This is the control groups assignments. Doubleclick the empty field left to the names and the assignments will be added onto selected control group.