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Managing a Group from the Options tab [GPv3]

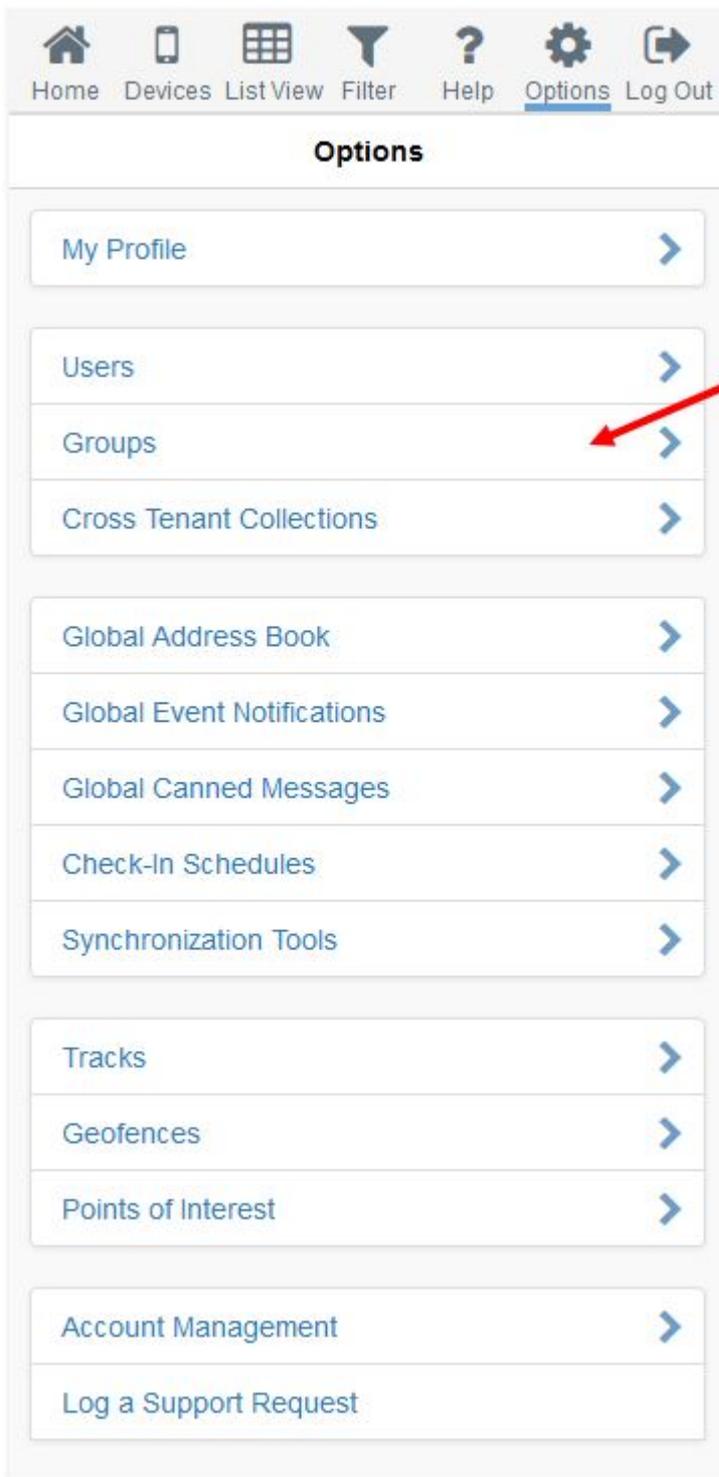
Lu Parente - 2016-04-12 - in How-To

Selecting **Groups** from the **Options** tab provides Administrators with the ability to manage groups. Managing groups consists of **creating new groups, modifying group members, assigning check-in schedules**, and **deleting groups**.

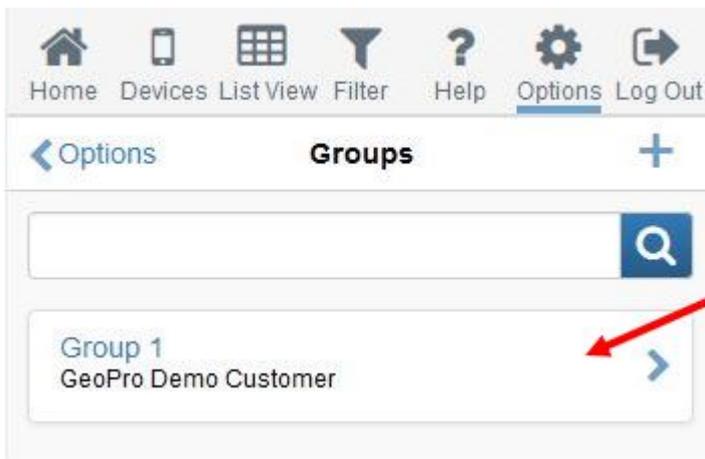
Administrators and Monitors can perform actions on an entire group, such as **Request Location, Request Check-In, Send Text Message, Enable Check-In Schedule** and **Disable Check-In Schedule**.

This article explains how to manage a group.

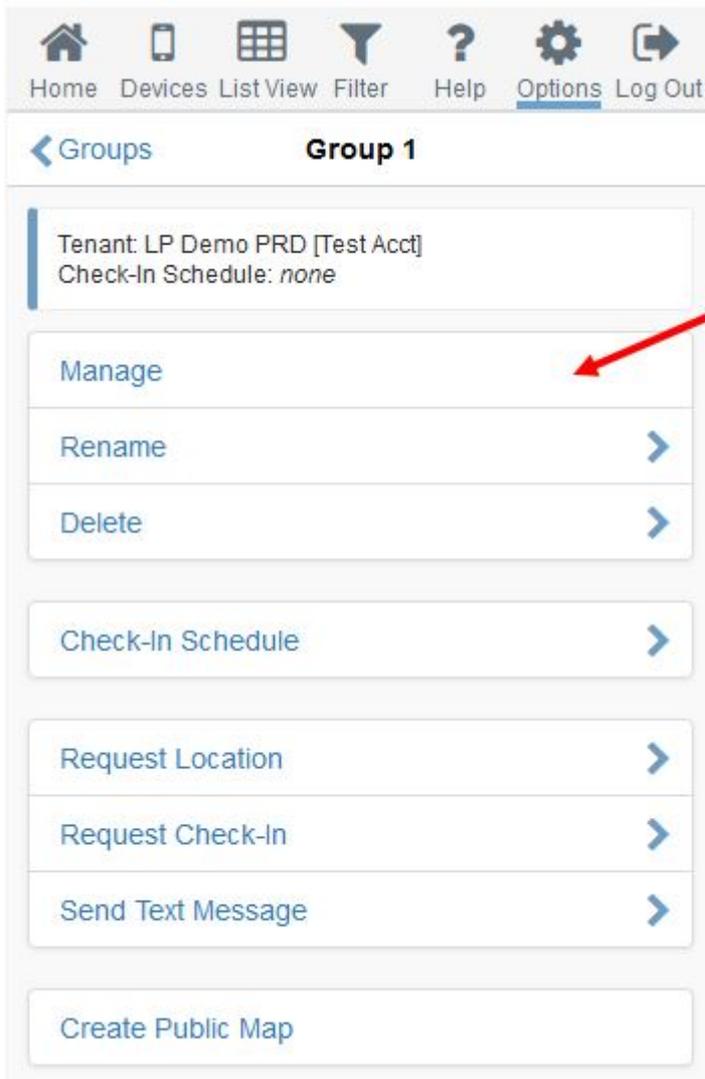
1. To manage a group, navigate to the **Options** tab and select **Groups** from the list.



2. The groups list will be displayed, select the desired group from the list.



3. The group page will be displayed, select **Manage** from the list.



4. Next, you'll be presented with the ability to manage your group's device members.

Manage groups for GeoPro Demo Customer

Group 1

Lu's LW Android

Lu's LW iPhone

Lu's Check-In

LP User

Devices

Lu's Extreme

Morris' iPhone

TS IR SE

Save Cancel

5. Assign devices to your group by **dragging and dropping** devices from the **Devices** tab to the **Group** tab. Unassign devices from your group by **dragging and dropping** devices from the **Group** tab to the **Devices** tab. Press **Save** when finished.

Manage groups for GeoPro Demo Customer

Group 1

Lu's LW Android

Lu's LW iPhone

Devices

Lu's Extreme

Lu's LW iPhone

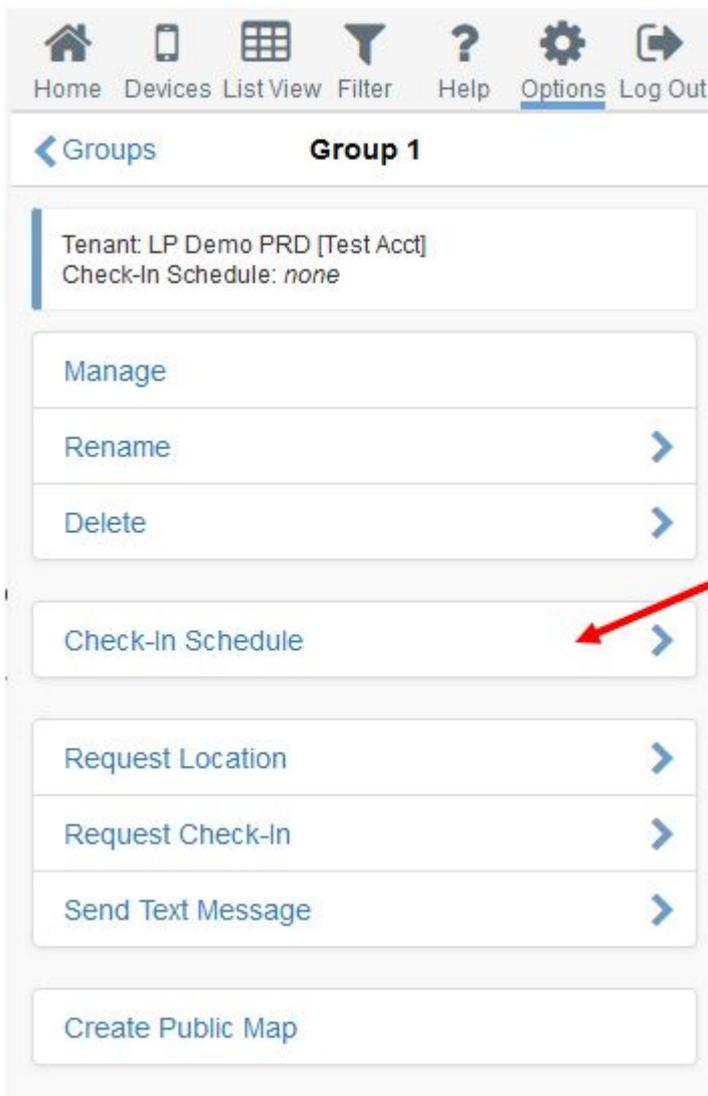
Morris' iPhone

TS IR SE

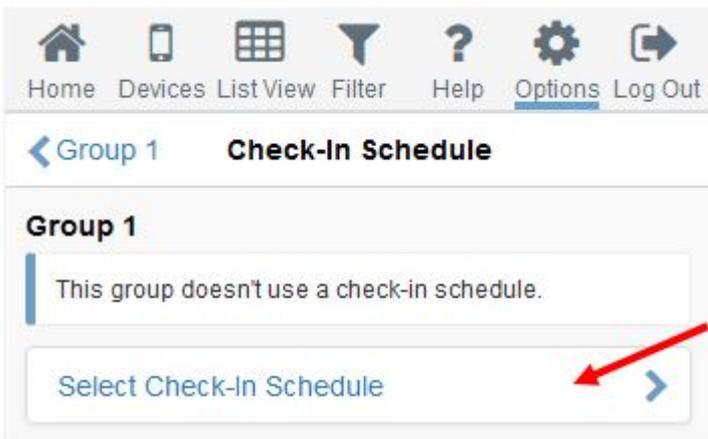
Save Cancel

6. Managing your group also provides the ability to **assign a check-in schedule**, and **enable** or **disable** the assigned check-in schedule.

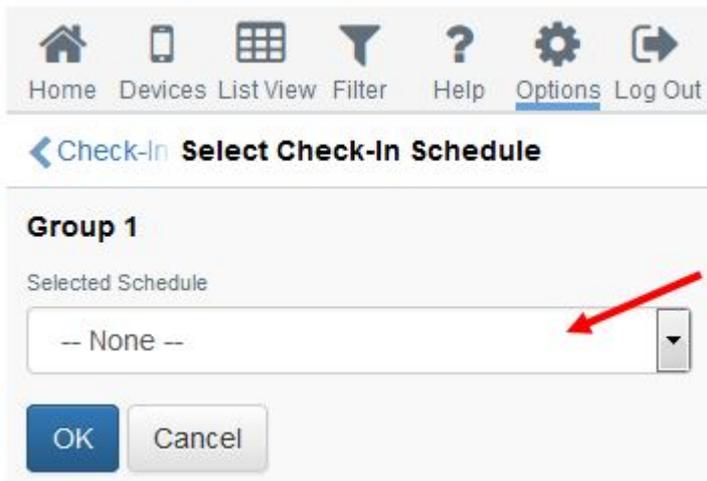
A. Assign a check-in schedule to your group by selecting **Check-In Schedules** from the list.



B. Select **Select Check-In Schedule** to assign a check-in schedule to the group.



C. Select the desired schedule from the drop-down and press **OK** when finished. The selected check-in schedule will now be applied to the entire group.



8. To enable or disable the assigned check-in schedule for the entire group, select **Enable Check-In Schedule** or select **Disable Check-In Schedule** from the list.

