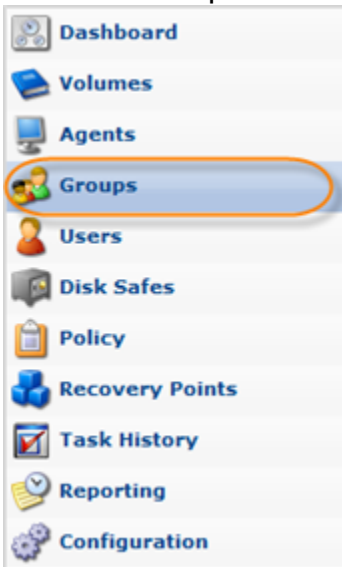


Accessing Groups

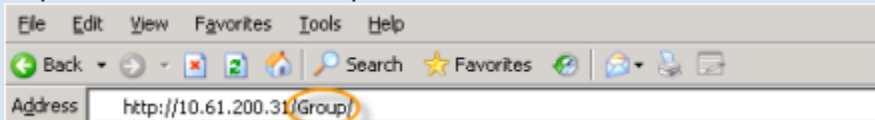
Follow the instructions below to access Groups via the CDP Interface.

- Note**
Only Super Users have a right to access Groups in the system.

Click on "Groups" in the Main Menu.

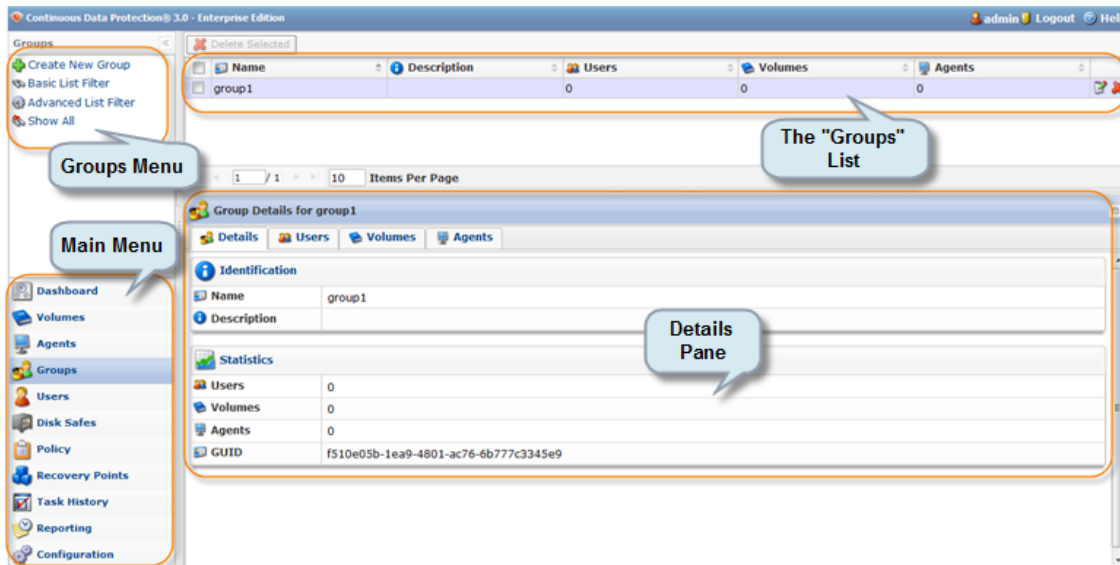


- Note**
You can access the "Groups" window by manually appending the /Group/ folder to the CDP Server address in the browser address bar. Example: <http://10.61.200.31/Group/>. Note that the address is case sensitive.



The "Groups" window is divided into the following areas:

- Groups Menu - Provides access to the actions which relate to customizing the "Users" list.
- Groups List - The Groups added to the system are displayed in this area.
- Details Pane - After you select an item in the list, its details are displayed in this area.



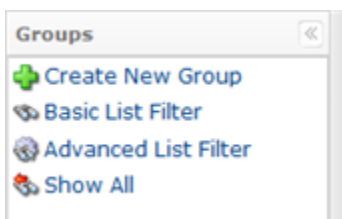
You can also access the "Groups" list associated with the selected Agent, using the Groups Tab of the Agent "Details" Pane. See more information in [Accessing Agents](#).

Groups Menu | "Groups" List | Details Pane

Groups Menu

The following "Groups" menu buttons are available:

- **Create New Group** - Allows you to add a new Group to the system. After clicking on this button, you will be able to define the new Group properties. See [Adding Groups](#).
- **Basic List Filter** - Allows you to customize the view of the "Groups" list. You will be able to apply the minimum range (most commonly used) of filter criteria. See [Customizing the Groups List](#).
- **Advanced List Filter** - Allows you to customize the view of the "Groups" list. You will be able to apply all possible filter criteria. See [Customizing the Groups List](#).
- **Show All** - Visible only when a filter is applied. Cancels filter settings and shows all records in the "Groups" list. See [Customizing the Groups List](#).



"Groups" List

The "Groups" list provides information about Groups in the grid.



Note

You have the ability to organize information, such as filtering out the items you do not need to see. You can also sort items, limit the number of items displayed per page, and specify which columns you want to display. See [Customizing the Groups List](#).

<input type="checkbox"/>	Name	Description	Users	Volumes	Agents	
<input type="checkbox"/>	Group_1	Main	2	0	0	

Pages Navigation: 1 / 1, 10 Items Per Page

Columns

- Checkbox - Allows you to select the item(s) in the list.
- Name - Name of the Group.
- Description - Describes the Group in detail.
- Users - Number of users assigned to the Group.
- Volumes - Number of Volumes assigned to the Group.
- Agents - - Number of Agents assigned to the Group.
- Actions - This column contains icons which provide access to actions over the corresponding Group.
 - Edit - Allows you to access the Group properties window in order to change the properties. See [Editing Group Properties](#).
 - Delete - Removes the Group. See [Deleting Groups](#).

Pages Navigation

The Pages Navigation pane allows you to divide the Groups into pages by specifying the desired number of items per page. The Pages Navigation pane provides buttons to navigate from one page to another.

- Arrows - Turns over pages.
 - First - Opens the first page.
 - Previous - Opens the previous page.
 - Next - Opens the next page.
 - Last - Opens the last page.
- Page Number - You can type in the page number and press <Enter> to go to a page. The total number of existing pages is shown on the pane.
- Items Per Page - Used to define how many items to display per page in the "Groups" list. The system remembers your settings. Unless you change this setting, you see 10 items per

page. If you want to see more/less items per page, you can change the number and press <Enter>. The maximum number of items per page is 25.

Details Pane

This pane provides detailed information about the Group selected in the list. The following information is available:

- Details
- Users
- Volumes
- Agents

Note
You can collapse/expand the details of a block by clicking on the header of the corresponding block.

Group Details for group2

Details Users Volumes Agents

Identification

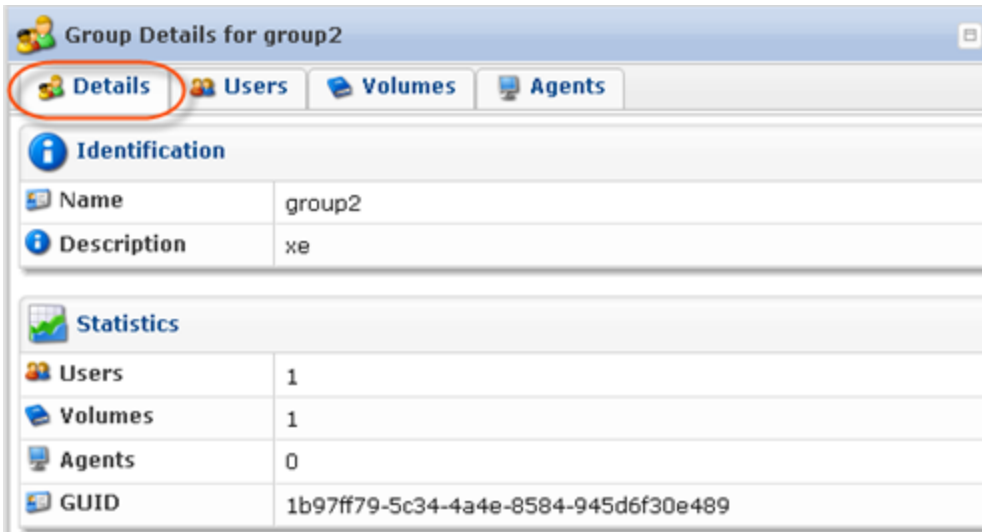
Name	group2
Description	xe

Statistics

Users	1
Volumes	1
Agents	0
GUID	1b97ff79-5c34-4a4e-8584-945d6f30e489

Details

- Identification:
 - Name - The name of the Group.
 - Description - Detailed description of the Group.
- Statistics:
 - Users - Number of assigned Users.
 - Volumes - Number of assigned Volumes.
 - Agents - Number of assigned Agents.
 - GUID - Globally Unique Identifier.



The screenshot shows a window titled "Group Details for group2". At the top, there are four tabs: "Details" (selected and circled in red), "Users", "Volumes", and "Agents". Below the tabs, there are two sections:

Identification

Name	group2
Description	xe

Statistics

Users	1
Volumes	1
Agents	0
GUID	1b97ff79-5c34-4a4e-8584-945d6f30e489

Users

Shows the list of Users assigned to the Group. See [Users and Groups](#).




The screenshot shows a window titled "Group Details for Groups 1". At the top, there are four tabs: "Details", "Users" (selected and circled in orange), "Volumes", and "Agents". Below the tabs, there is a list of users:

alex	
ann	

At the bottom, there is a pagination control showing "1 / 1" and "[1 - 2 / 2]".

Volumes

Shows the list of Volumes assigned to the Group. See [Volumes](#).



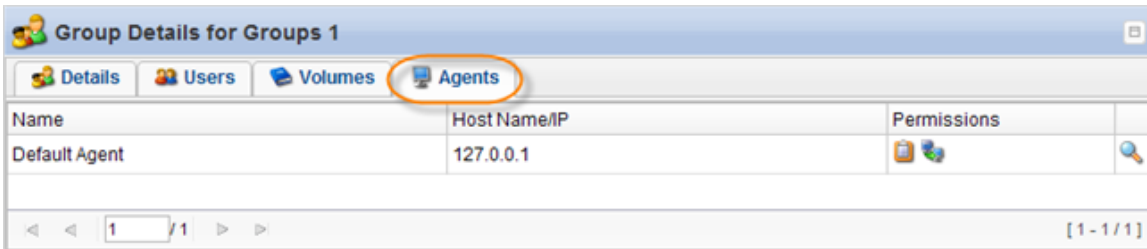
The screenshot shows a window titled "Group Details for Groups 1". At the top, there are four tabs: "Details", "Users", "Volumes" (selected and circled in orange), and "Agents". Below the tabs, there is a table of volumes:

Name	Description
Volume 1	Volume 1

At the bottom, there is a pagination control showing "1 / 1" and "[1 - 1 / 1]".

Agents

Shows the list of Agents assigned to the selected Group. See [CDP Agents](#).



Group's permissions are displayed for every Agent. Each permission is presented as an icon. All possible permissions are listed in the following table.

Icon	Description
	Can edit the agent's settings
	Can manipulate disk safes for agent
	Can manipulate policies for agent
	Can restore files from agent's recovery points
	Can browse agent's recovery points (read-only)
	Can edit agent's users
	Can view agent's tasks in task history console



Note

Using the "Detail" icon in the "Details" pane you can see the corresponding object detailed information in view mode.