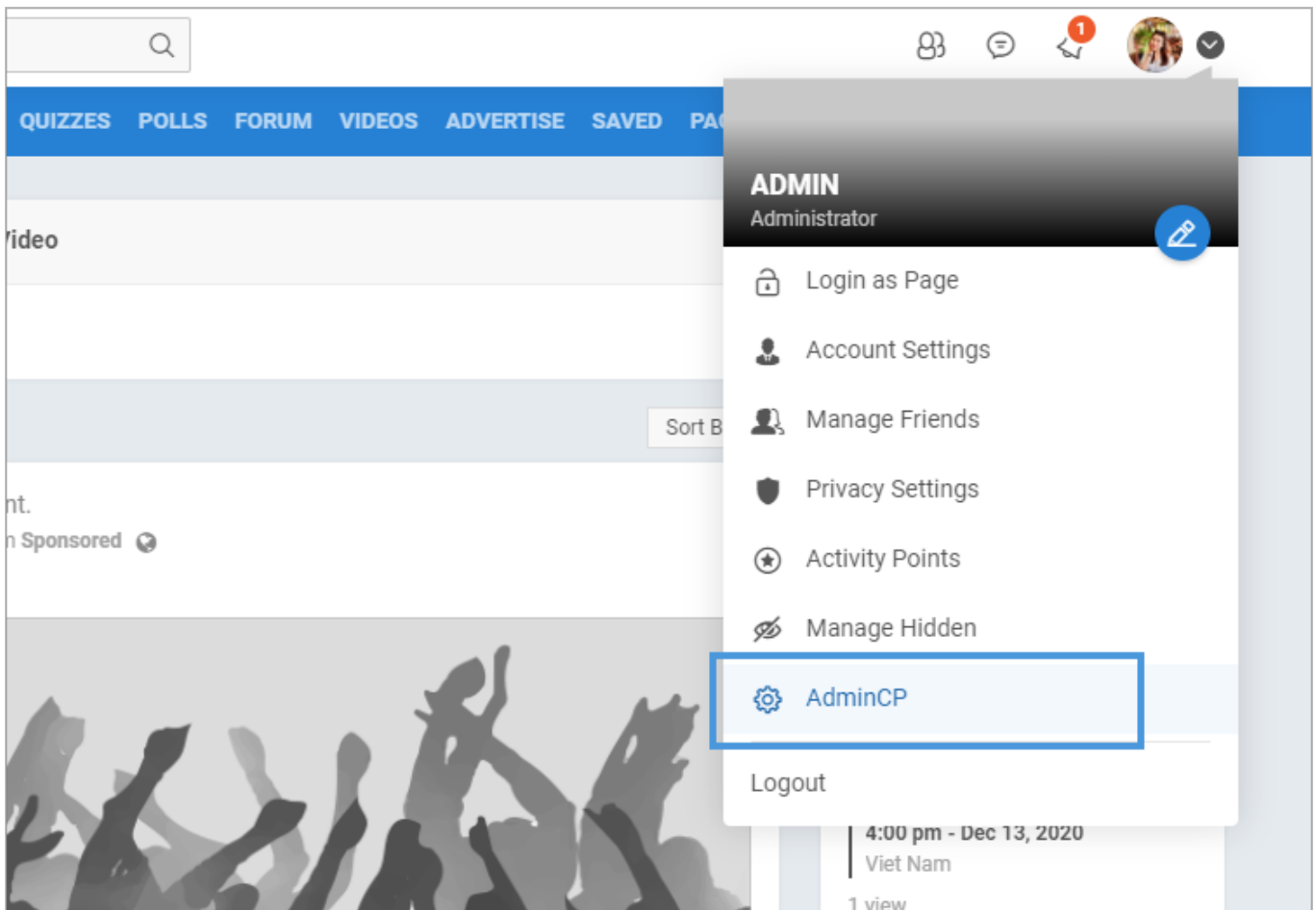


# User Group & User Management

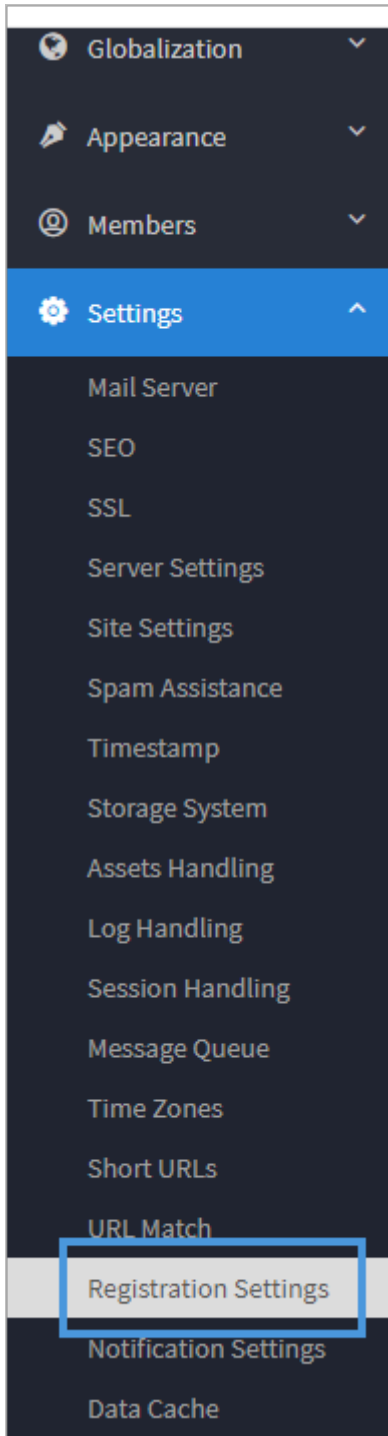
Being an administrator, you are able to control the whole community from the Admin Control Panel (AdminCP). You may think it requires a person with technical knowledge to configure the settings but no, it's not. Just follow our guidelines, you will easily configure all the settings from registration to user management.

First, access to the AdminCP



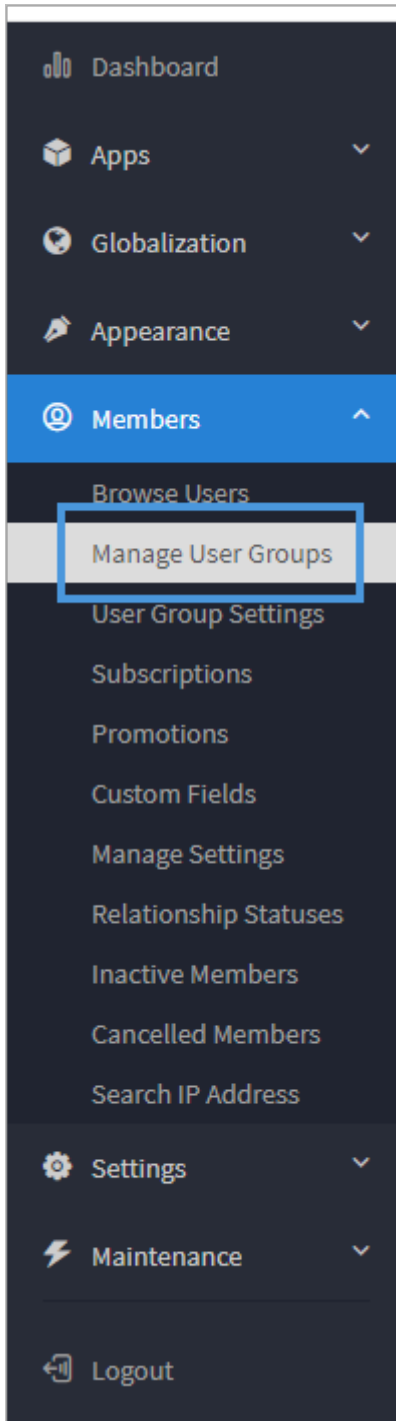
## Registration Settings

Click Settings >> Registration Settings



## Create User Group

**Step 1:** Click Members >> Manage User Groups >> Click Create User Group Button



Manage User Groups → [Create User Group](#)

Default User Groups		
Title	Users	Settings
Administrator	1	
Registered User	7	
Guest	N/A	
Staff	0	

Custom User Groups		
Title	Users	Settings
Banned	0	
GreenPoint Sellers	1	
test	0	

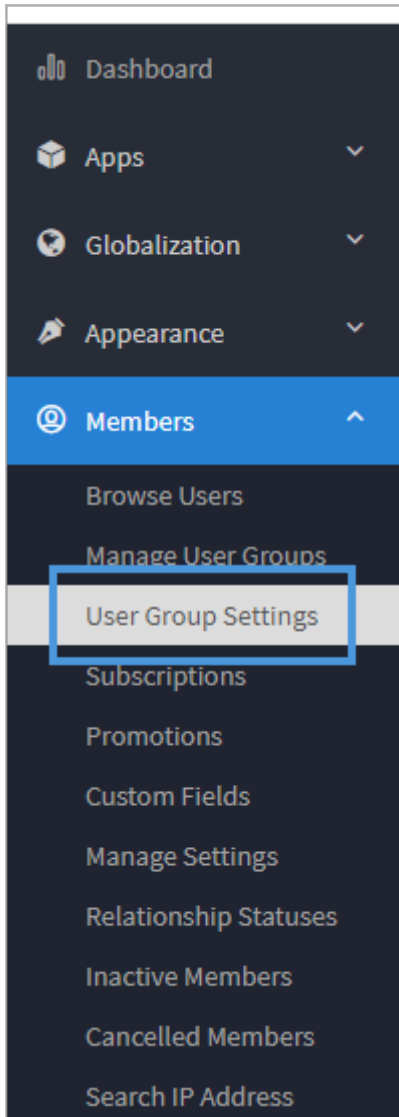
The image shows a modal dialog box titled "Create New User Group" with a close button (X) in the top right corner. The dialog contains the following fields and controls:

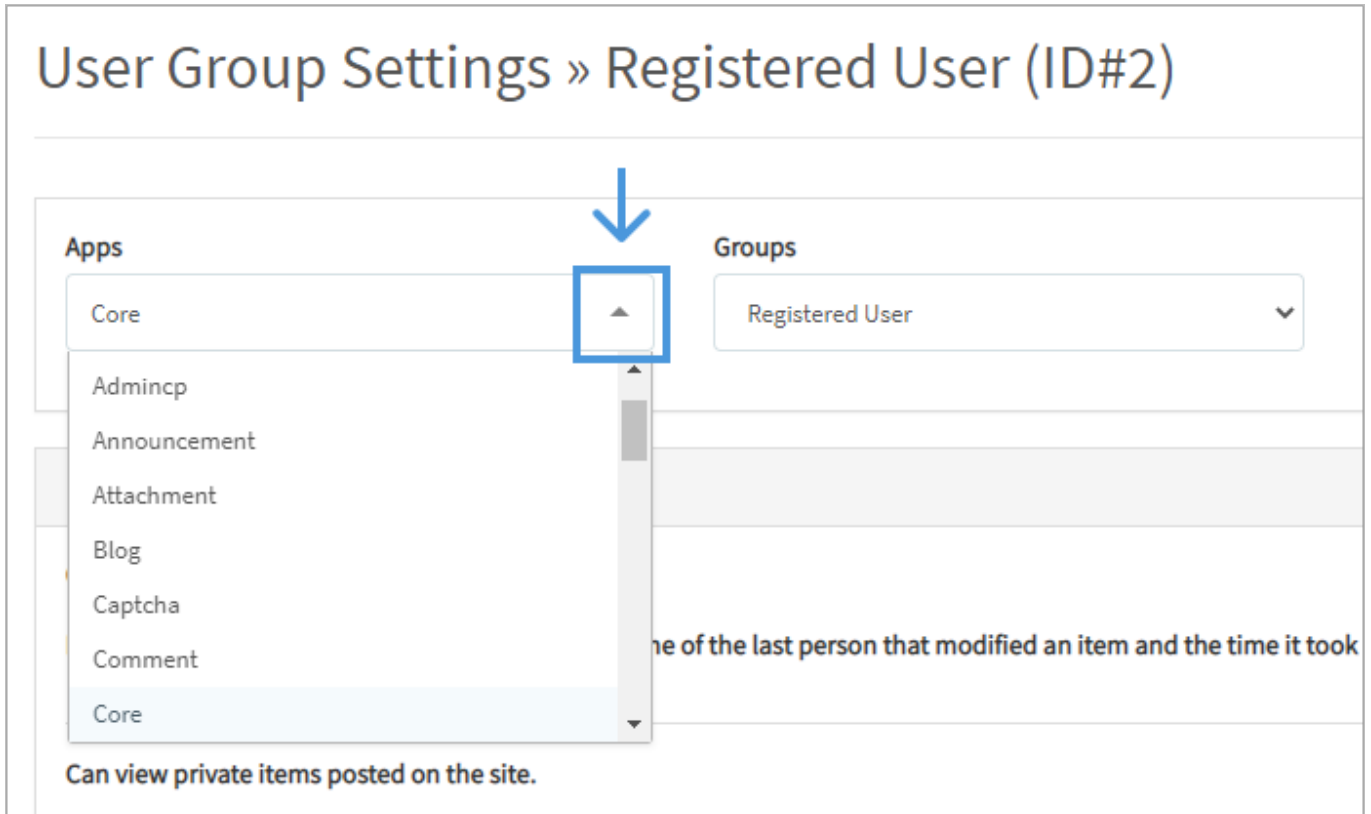
- A text input field for the name, with the label "\*Name in English (US)".
- A text input field for the name in other languages, with the label "Name in other languages".
- A dropdown menu labeled "Inherit" with "Registered User" selected and a downward arrow.
- A blue button labeled "Add User Group" at the bottom left.

**Step 3:** Click Add User Group at the left bottom

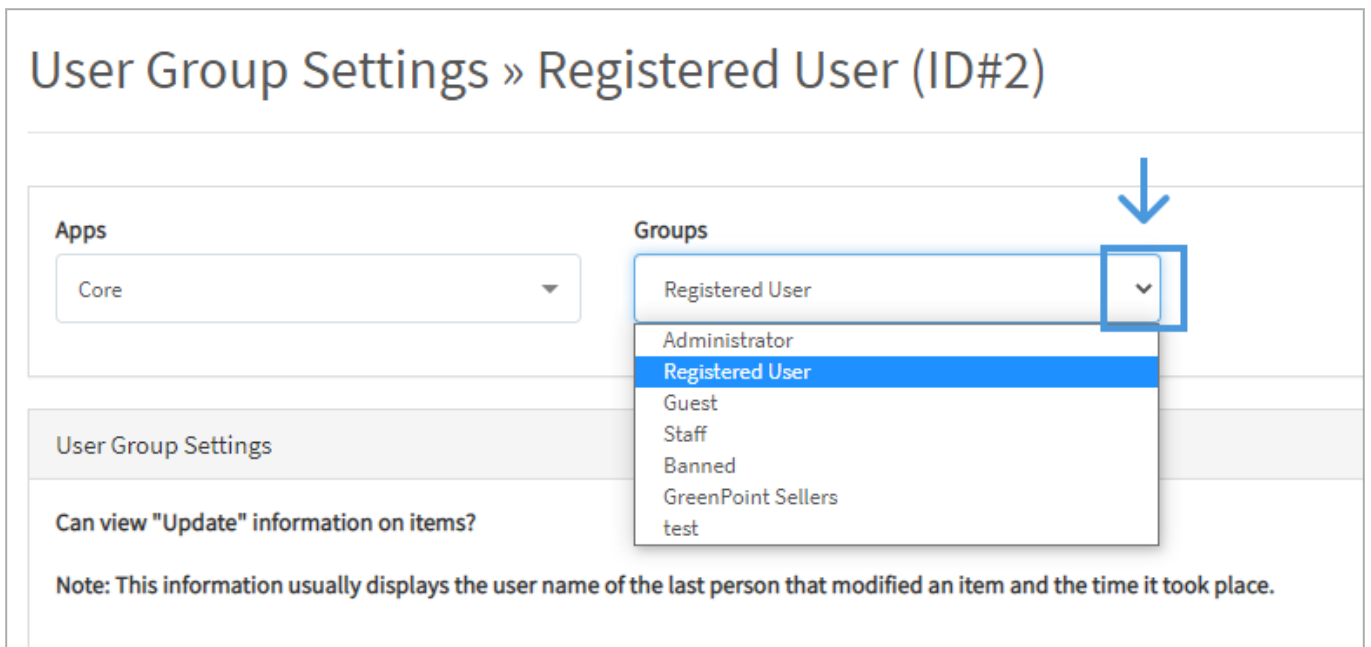
## User Group Settings

**Step 1:** Click Members >> Select User Group Settings.





**Step 3:** Click the drop-down arrow to select the group you want to apply the changes in the settings for.



\*Once the specific app and group are selected (we chose Announcement and Registered User as an example), you'll see a list of all of the settings available for this app in this specific user group. We also have to debug enabled so your view won't look exactly like this one.

**Step 4:** Switch the button to YES to Enable and NO to Disable the specific settings

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**Apps** **Groups**

Core Registered User

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**User Group Settings**

Can view "Update" information on items?  
Note: This information usually displays the user name of the last person that modified an item and the time it took place.  YES

---

Can view private items posted on the site.  
Such items are created by a member and are marked as private so only that member can view the item and members that have this option enabled.  NO

**Step 5:** Click **SAVE CHANGES** when done.

Can view the site even when its set to offline?  NO

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Group banned from logging into the site and interacting with other members.

Note: This option is intended only for "Banned" usergroup.

**Save Changes**