

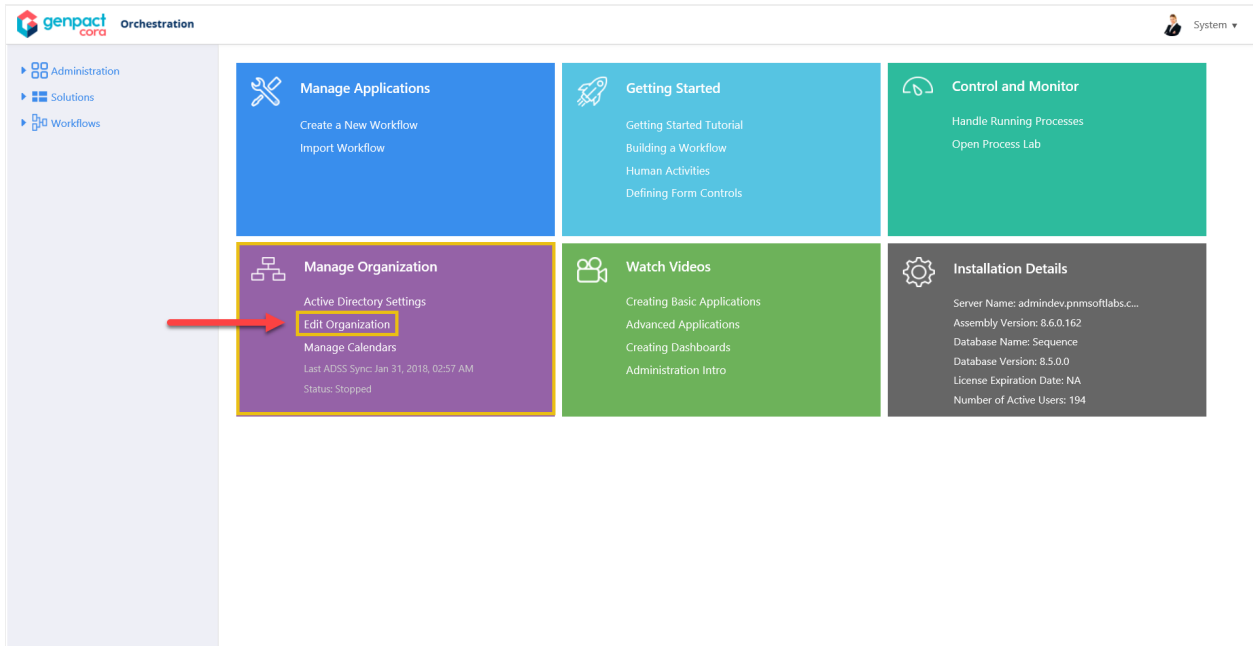
Create Organizational Groups

Last Modified on 09/03/2018 5:25 am EDT

Overview

In Cora SeQuence, the organization's structure and hierarchy is determined by groups. You can add employees to groups, assign group permissions, and manage group hierarchy. In HotOperations solutions, you assign Operations Managers and Team Leaders to organization groups.

To view and manage organization groups, navigate to **Administration > Manage Organization > Edit Organization**.



The screenshot shows the Genpact Cora Orchestration dashboard. The left sidebar contains navigation links for Administration, Solutions, and Workflows. The main content area is divided into six colored tiles:

- Manage Applications** (Blue): Create a New Workflow, Import Workflow
- Getting Started** (Light Blue): Getting Started Tutorial, Building a Workflow, Human Activities, Defining Form Controls
- Control and Monitor** (Green): Handle Running Processes, Open Process Lab
- Manage Organization** (Purple): Active Directory Settings, **Edit Organization** (highlighted with a red arrow and a yellow box), Manage Calendars, Last ADSS Sync: Jan 31, 2018, 02:57 AM, Status: Stopped
- Watch Videos** (Green): Creating Basic Applications, Advanced Applications, Creating Dashboards, Administration Intro
- Installation Details** (Dark Grey): Server Name: admindev.pnimsoftlabs..., Assembly Version: 8.6.0.162, Database Name: Sequence, Database Version: 8.5.0.0, License Expiration Date: NA, Number of Active Users: 194

Add Groups to the Organization

By default, the highest level group in the organization structure is Entire Organization.

Add the First-Level Groups Organization

To add first-level groups to the organization, right-click **Entire Organization** and select **Add Group**.

Search for a group

Welcome to the Organization Management page

Entire Organization

- Manage Employees
- Group Properties
- Quick Add Employees
- Manage Employees Roles
- Add Group

Here you can manage employees, groups, and roles in your organization.

Assign roles to users and set group properties, right-click the group in the tree on the left.

can manage group hierarchy using drag and drop.

It is highly advisable to import users from your Active Directory and manage users and groups from one location. Active directory synchronization settings are configured [here](#).

Complete the group properties.

Property	Description	Required
Name	Group name.	Required
Mailbox	Group email address.	Optional
Calendar	Group calendar.	Optional
Cost per Person	Cost per employee added to the group.	Optional
Inherits Permissions from Parent Group	Applies permissions from parent group.	

Search for a group

Add New Group

Entire Organization

Name
Global Division

Mailbox
globaldiv@company.com

Calendar
Global Division

Cost per Person
7.50

Inherits Permissions from Parent Group

Save Close

Add Sub-Groups

To add sub-groups to the organization, right-click the group you want to add a sub-group to and select **Add Group**.

