What Group Admin can do

Settings for Group Admin: Users who are logged in and have Group Admin rights to a community (or committee) will see additional links in the Settings box. (See the list of tasks in red, above on the left). Select the Settings button next to the Group name on the Group home page to reveal the settings.

Group Admin can:

Tweak group settings and permissions
Group Admin can revise the Group name, revise the group description, add tags to the group so that members who might be interested can find the group easier. They can also set group view and join permissions for communities (committee permissions are set by iMIS). They can also allow members to invite others to join.

Add HTML Content
Enter text and links to resources, (such as Google Docs, Adobe Connect chat rooms, etc.), images and more to the Community Home page. They can also add a widget in this area.

Manage Members/Add Admin
Group admin can add other Admin to the group, and export member detail using the Members setting.

Add or Invite Others
Group admin can search and add users “Immediately” to the group using the Invite Others tab once they add them to the Invite List without emailing an invitation to them.

Run Reports
Admin can run a number of standard reports on the group

Moderate Users
For groups that have moderation turned on, Group Admin can see and post pending items for moderation as well as reject comments and files posted to the group.

Manage Events
Group admin can add group events to the calendar list of events as well as revise or delete events.