

## tip411 - Adding Users to A Specific Group

1. Create a user (People Section > Add Person) and check the privileges you see below. When you are finished, click the “Create Person” button.

### Get Started by Selecting A User Role

\*

Role

Agency

Contact:

A non user of the system, contacts are added by the agency users into Alert Groups

Agency:

A user in the system with various abilities as set by the agency administrator.

### Key User Information

First name	Last name	* Email Address
<div>Susan</div>	<div>Anderson</div>	<div>Susan@anytown.com</div>
Title	Phone number	Fax number
<div></div>	<div></div>	<div></div>

### Agency User's Privileges

Select All

Select None

Tips

☐ See all tips

☐ Edit all tips

☒ Assignable as tip owner

☐ Create tip categories

☒ Receive Notifications for Unassigned Tips

☒ Receive tip email notifications

☐ Receive tip sms notifications

2. Scroll to the bottom of the right panel of the new person's profile page to the "Group Membership" section and then click "Edit"

Edit Profile

Privileges

Update privileges

Tips

See all tips: No

Create tip categories: No

Receive tip SMS message notifications: No

Edit all tips: No

Receive email notifications for unassigned tips: Yes

Assignable as tip owner: Yes

Receive tip email message notifications: Yes

Alerts

Create alerts: No

Receive email copy of sent alerts: No

Approve alerts: No

Receive alert SMS message notifications: No

Send and approve broadcast alerts: No

Alert Groups

Add contacts to groups: No

Edit alert group page: No

Manage contacts: No

System

Manage agency users: No

See Reports: No

Group Memberships

Edit

Group Name

Privileges Count

Created At

Actions

No data available in table

Previous

Next

3. Select the group you want the person associated with from the “Alert group” menu. Then check the boxes you see below. If the person is associated with multiple groups, click the “Add Additional Memberships” link and then choose additional group(s)

Add Alert Groups to Detective Bill Jones

\* Alert group

Happy City HS

Group > Happy City PD > Happy City HS

☐ Approve alerts

☐ Add contacts to group

☒ See all tips

☐ Create alerts

☐ Edit group page

☒ Manage all tips

☐ Receive alert emails

☐ Create sub group

☒ Assignable as tip owner

Update Alert Group(s)

Cancel

+ Add Additional Membership