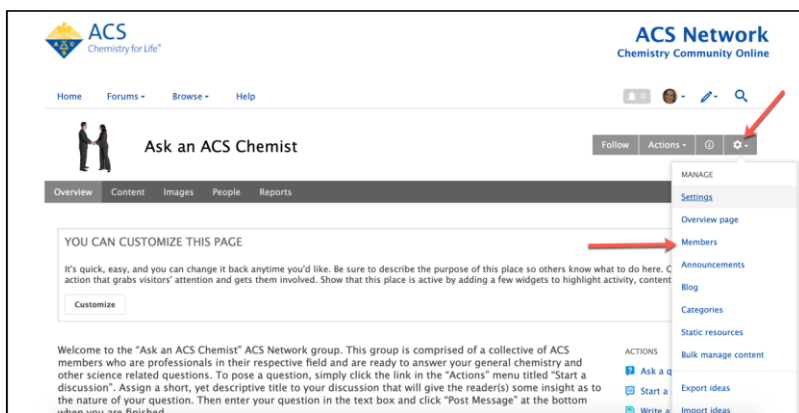
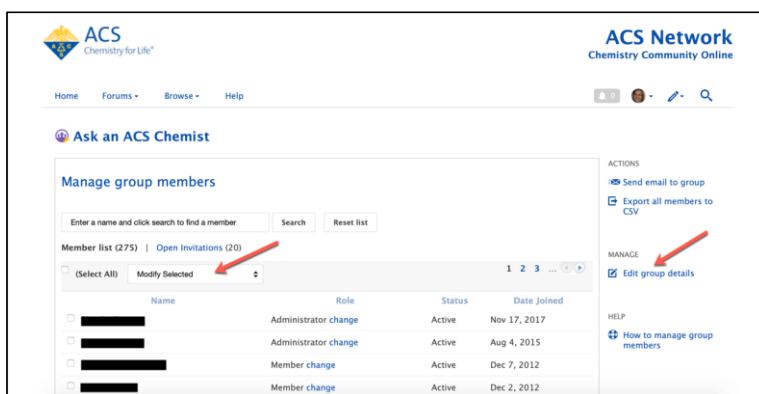


Setting Member Access to Spaces on the Network

Groups: Group Members



Accessing Members: Click on the gear box and “Members” in the dropdown menu.



Editing Members: Clicking the dropdown on the left will provide a list of options to choose from including “Modify Selected”, “Change Role to Member”, “Change Role to Administrator”, “Disable Selected (Ban)”, “Delete From Group”, and “Send Message to Selected”. These actions may be performed for single individuals by clicking the boxes next to their names, or for groups of individuals by checking the “Select All” box.

Only admins have the ability to edit a group and change other member’s statuses. Members have access to the view the group and add content, but they cannot change the layout of the group pages and they cannot access group member management.

Edit Group: Ask an ACS Chemist

Name (Required)
Ask an ACS Chemist

Description Tell people what your group is about.

Group Type

- Public Group**
Content is visible to everyone in the community. Anyone can create, like, share, and comment on content.
- Restricted**
Membership is required to create documents, upload files, and post to the group blog. Membership is by invitation only. (Non-members can still initiate discussions and ask questions.)
- Private Group**
Membership requires approval, and only members can see the contents of this group.
- Unlisted**
The group is invisible to non-members, and will not appear in the directory or search results. Membership is by invitation only.
- Content Editing by Non-Members**
Members can share content with people outside this group to add them as editors. (What's this?)

Tags Tag your content to make it easier to find

acs x answer x ask x chemist x question x volunteer_opportunities x

Advanced options

Editing Group: There are two types of groups- public and private. A public group is accessible to anyone who visits the Network. A “restricted” public group allows anyone to view, but only members can create content other than questions/discussions.

A private group means that membership is required for individuals to view the group. An “unlisted” group is hidden from all Network users unless they are members of the group.

ACS Network
Chemistry Community Online

Home Forums Browse Help

Ask an ACS Chemist

Manage group members

Enter a name and click search to find a member Search Reset

Member list (275) | **Open Invitations (20)**

Name	Invited By	Date Invited	Invitation Status	Delete Invitation	Resend Invitation
[Redacted]	[Redacted]	Mar 5, 2018	An invitation was sent	Delete	Resend
[Redacted]	[Redacted]	May 24, 2013	User viewed the group but hasn't joined yet	Delete	Resend

ACTIONS

- Send email to group
- Export all members to CSV

MANAGE

- Edit group details

HELP

- [How to manage group members](#)

Invitations: Clicking on “Open Invitations” will bring up the list of people who have been invited to the group but have yet to join. The dropdown here lists the options of “Modify Selected”, “Delete Invitation”, and “Resend Invitation”. Invitations will show up in users inboxes. You can also search for individual members using the search bar at the top of the page.

Managing Group Membership ✕




Managing Group members

This is the place where you can ban/disable members, delete members from the group, send messages to members, and more. This is also the place to change a selected member's role from administrator to member, or back the other way. An administrator role lets the member make the same kinds of changes you can make as the group's owner.

- **Export all group members to CSV:** You can export member information as a contact list that can be imported into another application, such as an email address book.
- **Manage a single member:** Click **Change > Change Role, Disable or Delete** next to the members you want to manage.
- **Manage multiple members at once:** Select all members you want to modify or export, and then use the **Modify selected** drop-down list to select the action you want to apply to all selected members.
- **Invite others to join the group:** Click **Invite people to join this group** to select those you want to invite to your group. Keep in mind that if you're using Jive as an internal corporate community, people from outside the community might not be able to join your group. Depending on how the group is set up, the group's owner might need to approve new members.
- **Edit Group Details:** Change the group name, description, image, type or tags. You can always fine tune your group to generate interest or make it easier to find.

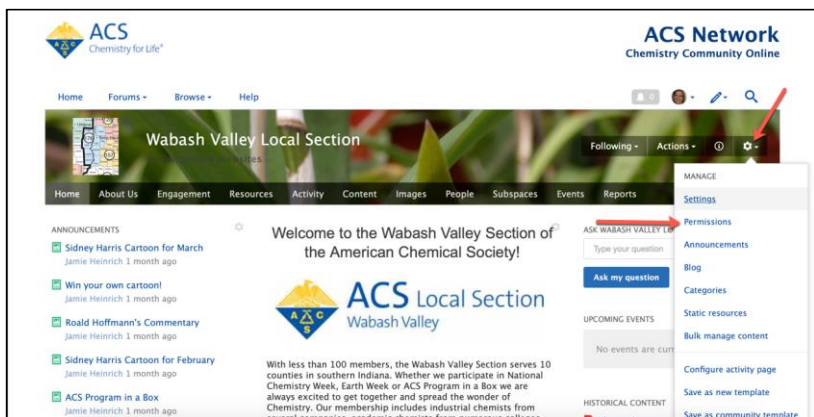
Managing Members: If you ever need a quick refresher on how membership and group management works, click on “How to manage group members” to view the above window.

ACTIONS

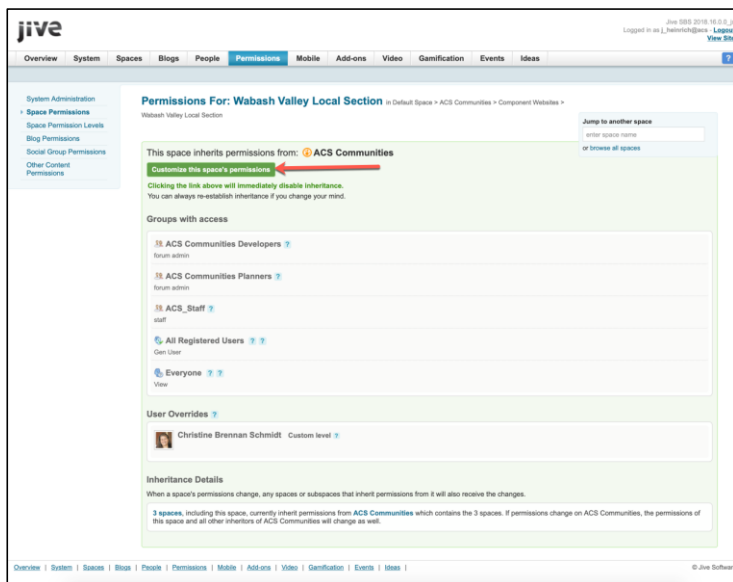
-  Invite people to join this group
-  Send email to group
-  Export all members to CSV

Inviting Users: If you are an admin of your group, you may click the “Invite people to join this group” link, listed at the top right of the page. This will allow you to search registered ACS Network users and send them an invitation to join the group. They will officially become members when they accept the invitation via their own ACS Network account.

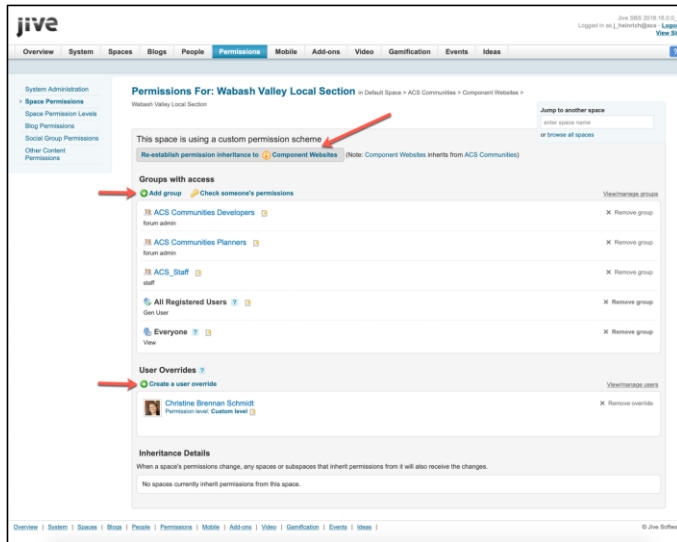
Forums: Permissions



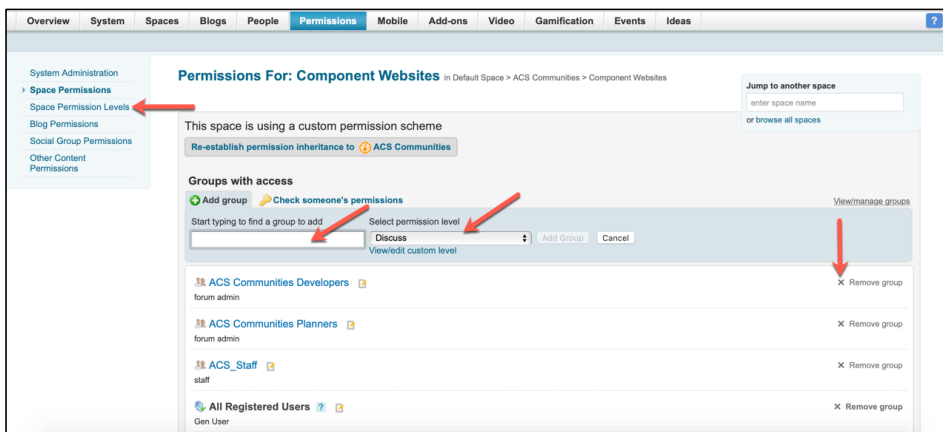
Accessing Permissions: Click on the gear box and “Permissions” in the dropdown menu.



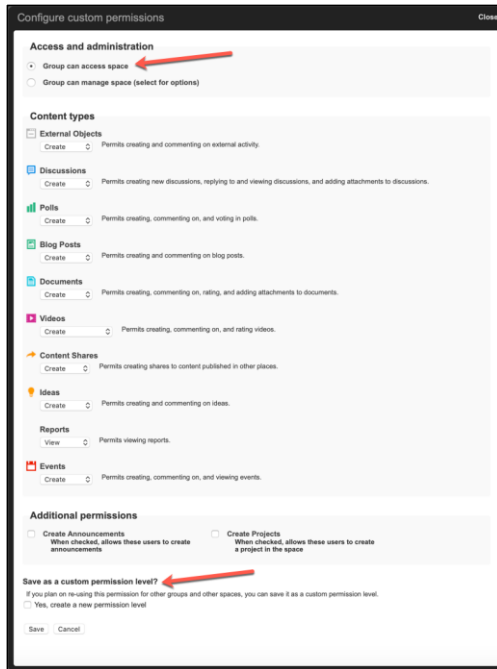
Permission Inheritance: A forum automatically inherits the permissions of the larger forum it's in. To specialize the permissions of your specific forum, click the green button reading “Customize this space’s permissions”.



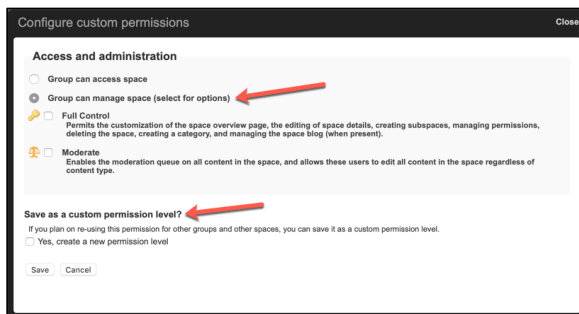
Customizing Permissions: When customizing permissions for your forum, you can set specific permissions for a user group or individual users. If at any time you want to reset the permissions, click the gray button reading “Re-establish permissions inheritance”.



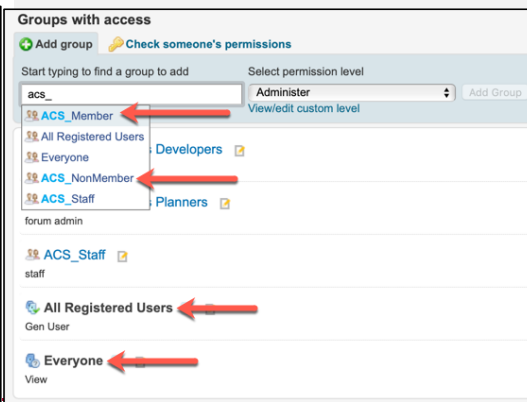
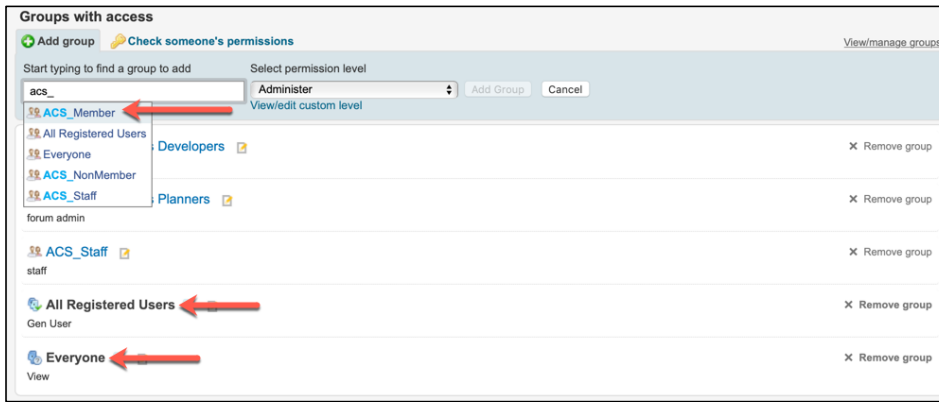
Group Permissions: Type the name of a user group (discussed later), then select which permission level you’d like the user group to be set to and click “Add Group”. For guidance on permission levels, click the “Space Permission Levels” link on the top left to read about each level. Click “Remove group” on the right to remove the permissions of any user group.



Custom Permissions: If creating a custom permission level, this window will appear. It is similar to that used to establish individual permissions (discussed later). All options are the same, only here you may save a custom permission level for use with other groups.



Management Access: Groups (and individuals) can be given full control of the forum—meaning they can change the layout or settings of the group. Alternatively, they can be given moderation access, meaning they have access to a moderation queue and can edit all content in the forum.



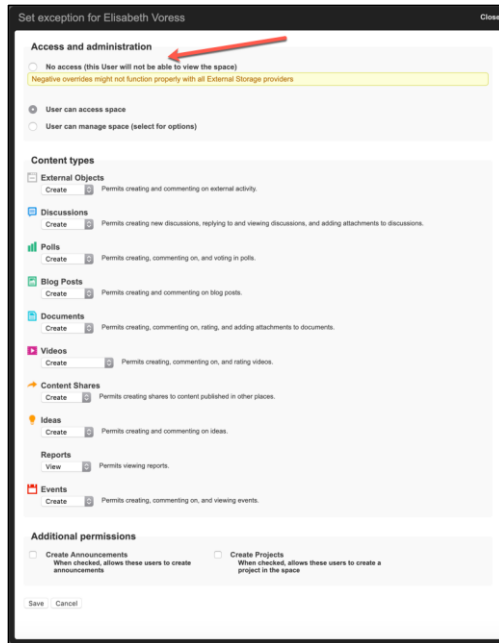
Key User Groups: The user groups likely to be used on most forums are those indicated by the red arrows above. “ACS_Member” includes all registered accounts who are members that have paid their annual dues to ACS. ~~“ACS_NonMember” includes all registered accounts that are not official ACS members.~~ “All Registered Users” includes all registered accounts, both members and nonmembers. “Everyone” includes all registered accounts as well as users who visit the site without being logged into an account.

Additional user groups can be made from a list of accounts, however only ACS Network administrators have the ability to create user groups.

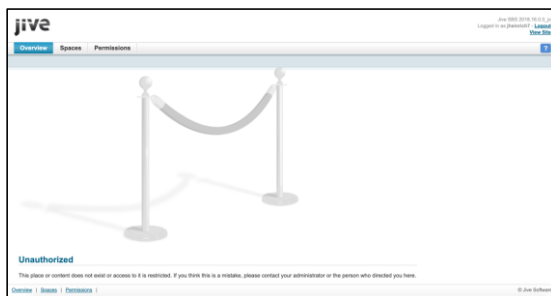
Commented [CS1]: Let’s take out mention about the Non-Member. Once upon a time, when users logged in, they were either put into the ACS Member or the ACS Non-Member group. We have stopped putting anyone in the ACS Non-Member group, but I never deleted it as an access group.



Individual Users: Special permissions may be set for individual users with accounts on the Network. Search for the user’s name or email and click “Set exception”. You may then specify the permissions in the window shown on the next page. Clicking “Remove override” will get rid of a user’s specific permissions.



Setting Permissions: When setting individual permissions, you may block users from the forum, give them specific user access to the forum, or give them management access. You may set specific access to each type of content- i.e. you can give a user access to create events while the main groups with access to the forum can only view or contribute to (comment on) events. Management access is the same as described for groups.



Unauthorized: This screen will display if a link is clicked that takes you to a section of the jive platform for which you do not have access. Clicking the “View/manage groups” or “View/manage users” links will take you to this screen. This is not an error.