

Feature Spotlight: Groups



One of the new features in the recent Clearvale release is the addition of Clearvale groups. Groups are simply a collection of Clearvale members that you want to work with as a single unit.

Think of using groups as a shortcut to selecting the same network members each time you want to share content, assign tasks, and so on.

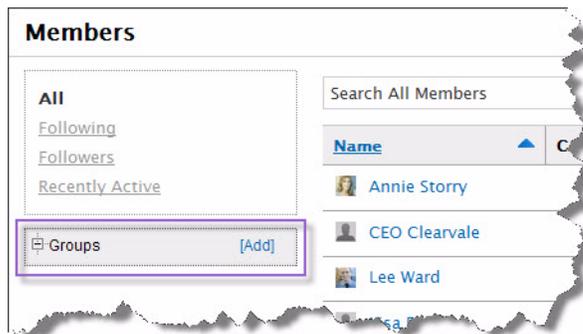
Who Can Create a Group?

Anyone in the network can create a group. You do not need to be a network administrator to create a group.

Note that groups are personal. That is, other network members do not see your groups, nor can they “reuse” your groups. For that reason, you might have a group with the same name as someone else in the network, and that is fine. Clearvale shows you just your groups.

How Do I Get Started Using Groups?

Click the **Members** tab and look for the Groups area on the Members page.



Click **Add** to create a new group.

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What Types of Groups Should I Create?

If you find that you are working with a subset of members in your network a lot, for example, frequently sharing documents with a department, or assigning tasks to the same people, consider creating a group for these users. If it is the same group that you share content with and assign tasks, create a single group of the users. Or, if there are different groups that you share content with and a different group that you assign tasks, create two different groups.

Some possible groups might be:

- **Department members.** If you work closely with others in your department, consider creating a department group. Or, if you work with just a subset of department members, limit your group to just the people you want.
- **Colleagues.** Do you have a group of colleagues that you frequently work with? For example, if you work closely with the sales department, create a Sales group.
- **Customers.** Is your network an extranet that allows customers to join? Consider creating a group so that you don't miss anyone when sharing content with customers.

Where Can I Use My Groups?

You can use your groups when you do the following:

- Share a file
- Assign a task
- Invite members to a community
- Send messages
- Configure a mobile site

In all of these cases, where you would normally select a member, you can alternatively select a group.

The screenshot shows a 'Choose Members' dialog box with a search bar and a list of members and groups. The search bar contains the text 'Search All Members' and a 'go' button. The list has three rows: 'Sales Group' (with a checkbox and 'Group' in the Department column), 'Lee Ward', and 'Lisa Padgett'. The 'Sales Group' row is highlighted with a purple border.

	Name	Department
<input type="checkbox"/>	Sales Group	Group
<input type="checkbox"/>	Lee Ward	
<input type="checkbox"/>	Lisa Padgett	

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How Are Clearvale Groups Different From Clearvale Communities?

Think of Clearvale communities as a place where you work together with other community members toward a common goal, such as managing a project. Communities bring together the people and content that are required to meet the goal and provide a place to collaborate together.

Clearvale groups, on the other hand, are simply a shortcut to working with a subset of network members at one time.