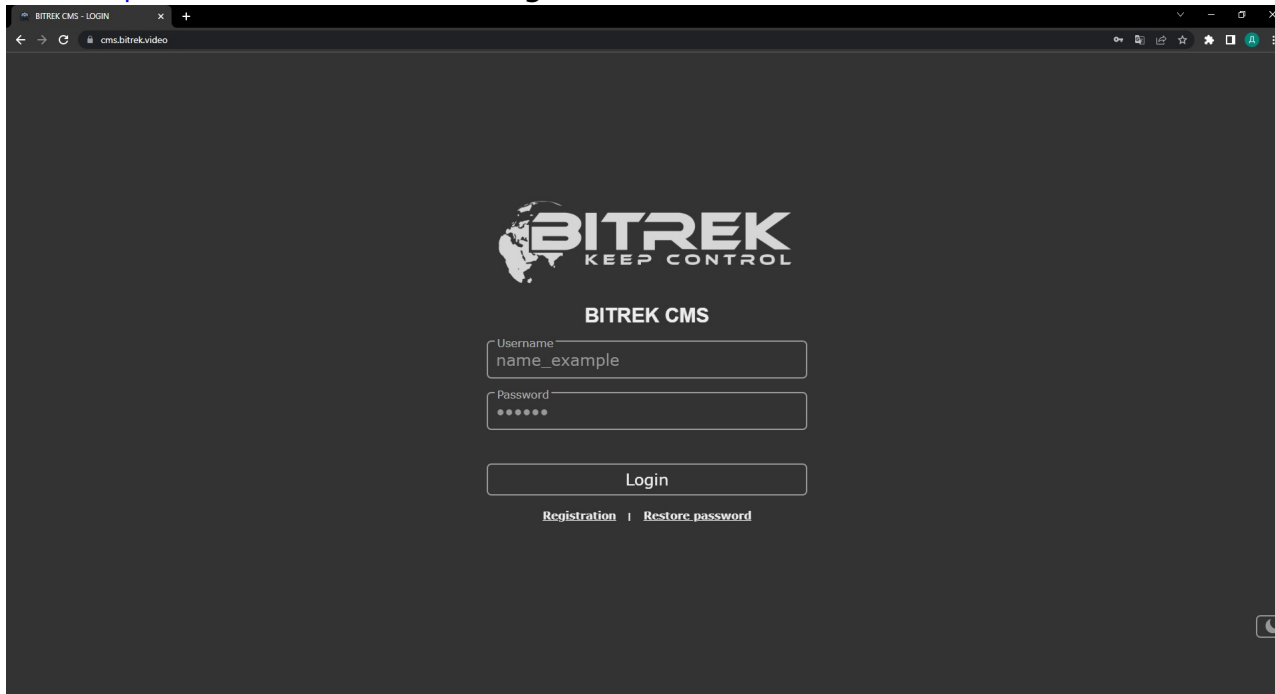


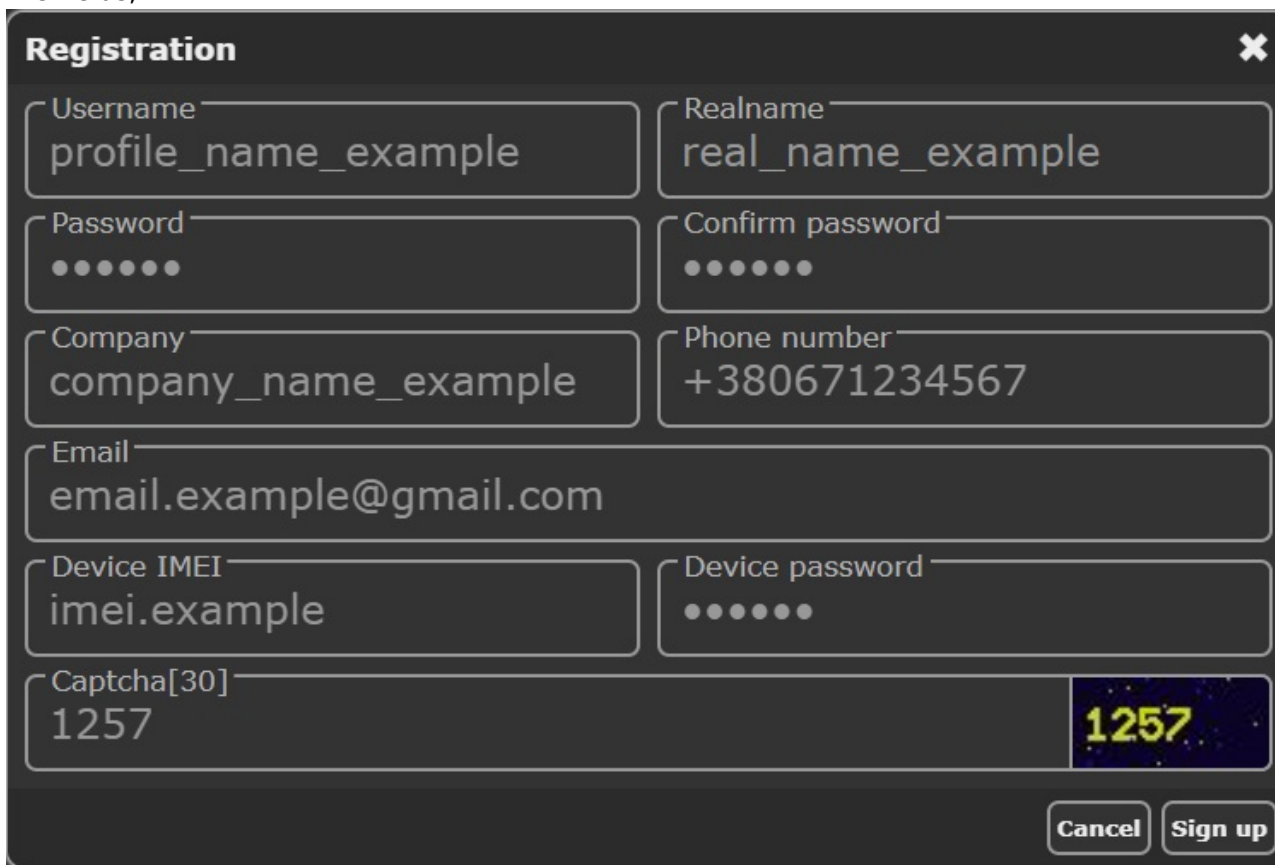
Groups

Bitrek CMS provides the ability to create groups for easier management between users and devices, as well as if you need to combine users into groups to share a single device. Let's take an example:

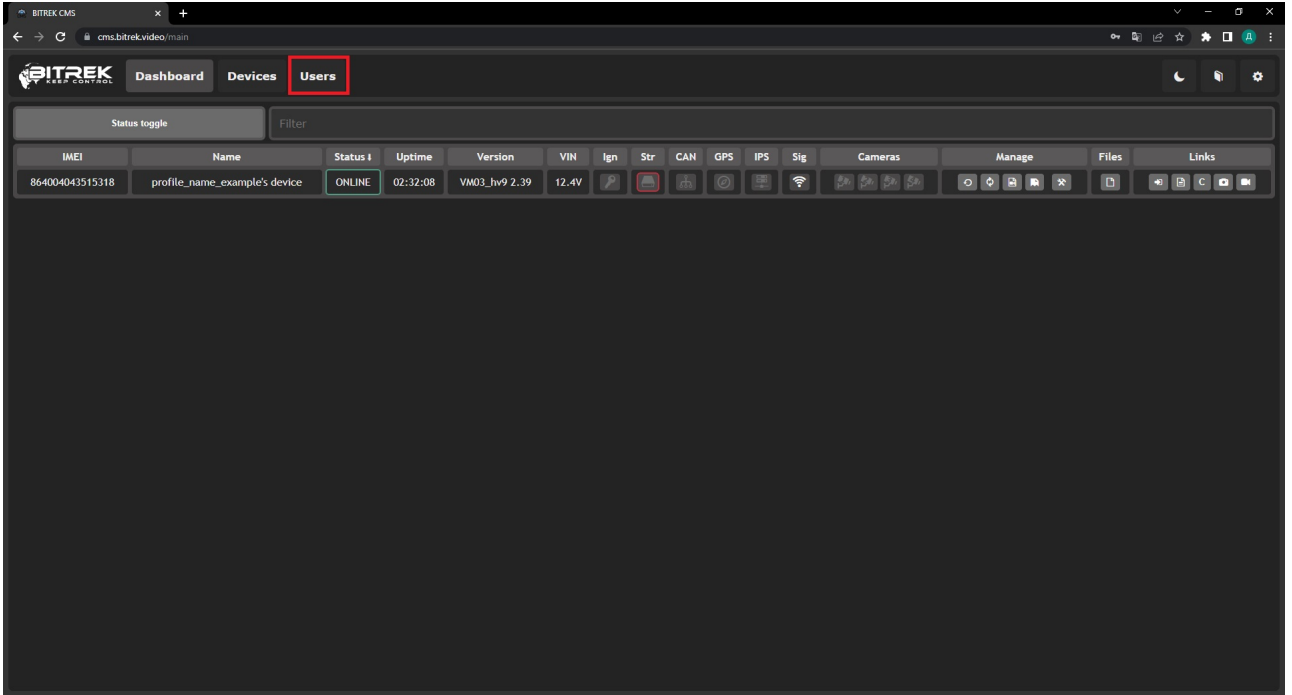
1. Go to <https://cms.nvr.com.ua/> enter **Login** and **Password**;



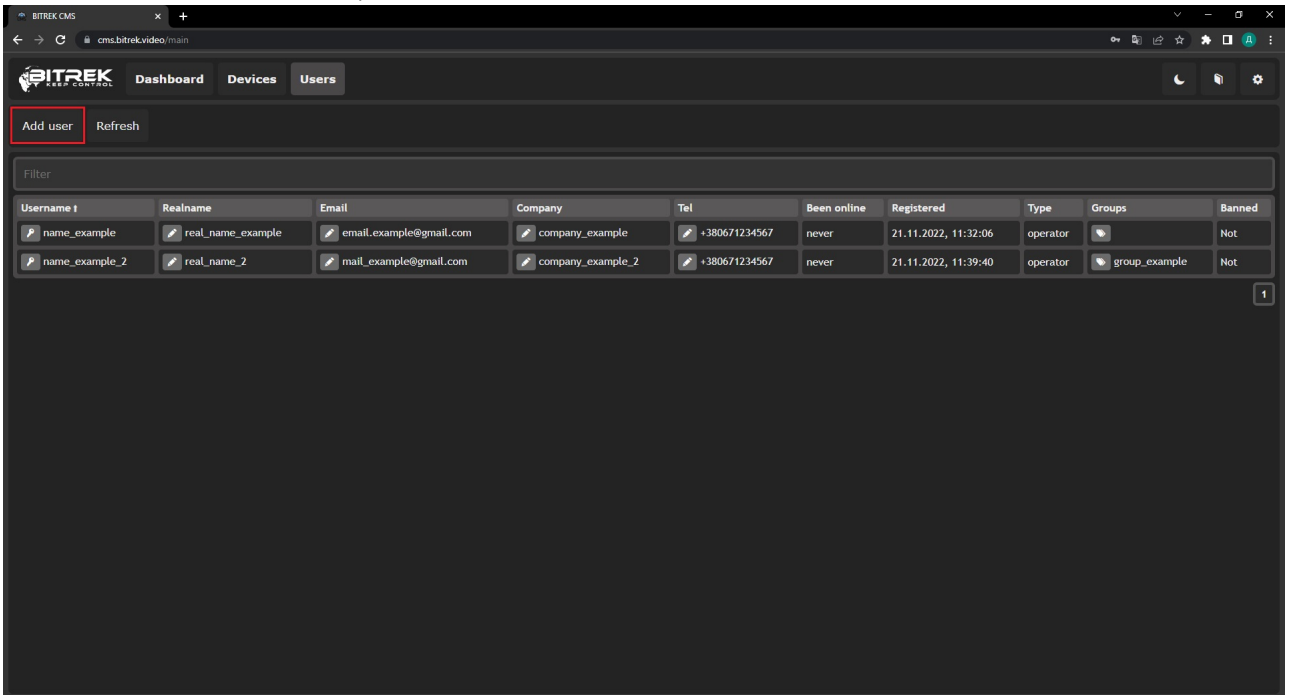
2. If you are not yet authorized in the system, you need to click the **Registration** button and fill in the fields;



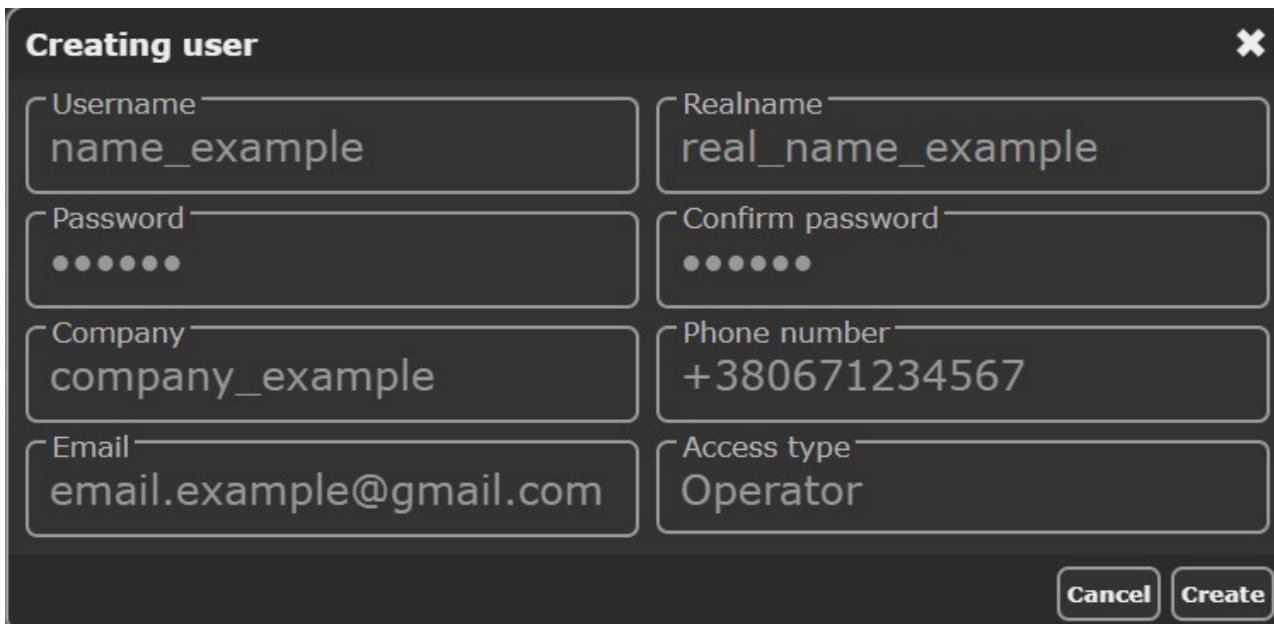
3. After successful authorization, we will be on the main page, we need to go to the **Users** tab;



4. Click the **Add User** button;



5. Fill in all the appropriate fields, and create a user;



Creating user [X]

Username: name_example

Realname: real_name_example

Password: [dots]

Confirm password: [dots]

Company: company_example

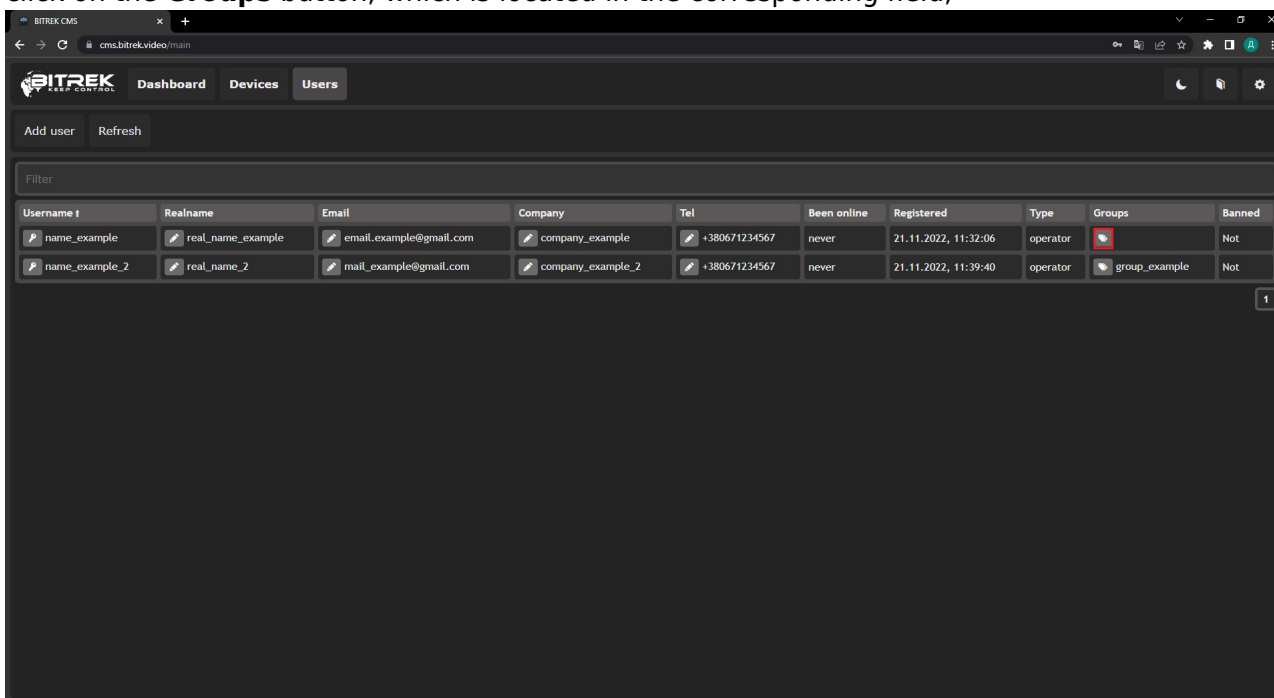
Phone number: +380671234567

Email: email.example@gmail.com

Access type: Operator

[Cancel] [Create]

6. After successfully adding a user, we can see the user in the field below, after which we need to click on the **Groups** button, which is located in the corresponding field;



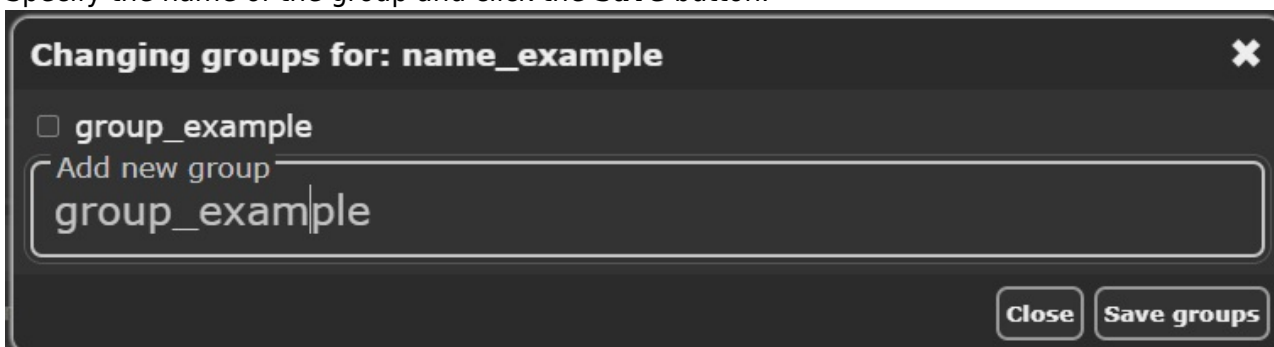
BITREK CMS Dashboard Devices **Users**

Add user Refresh

Filter

Username	Realname	Email	Company	Tel	Been online	Registered	Type	Groups	Banned
name_example	real_name_example	email.example@gmail.com	company_example	+380671234567	never	21.11.2022, 11:32:06	operator	[red icon]	Not
name_example_2	real_name_2	mail.example@gmail.com	company_example_2	+380671234567	never	21.11.2022, 11:39:40	operator	group_example	Not

7. Specify the name of the group and click the **Save** button.



Changing groups for: name_example [X]

group_example

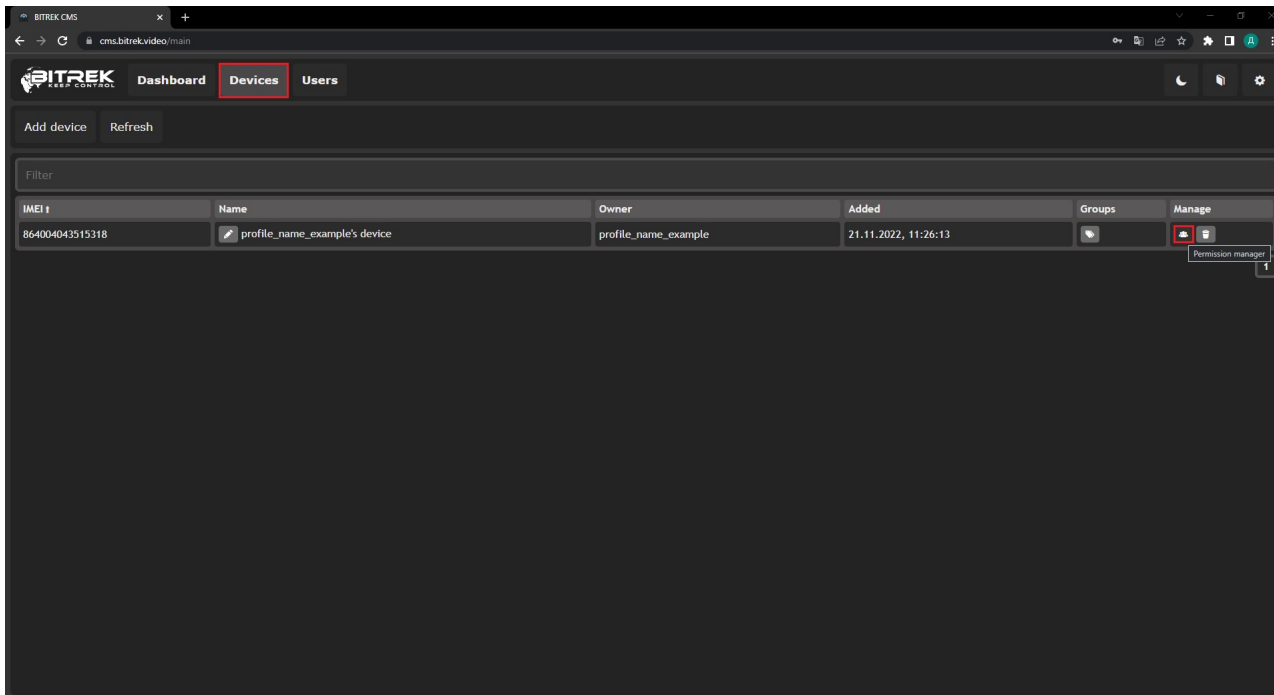
Add new group

group_example

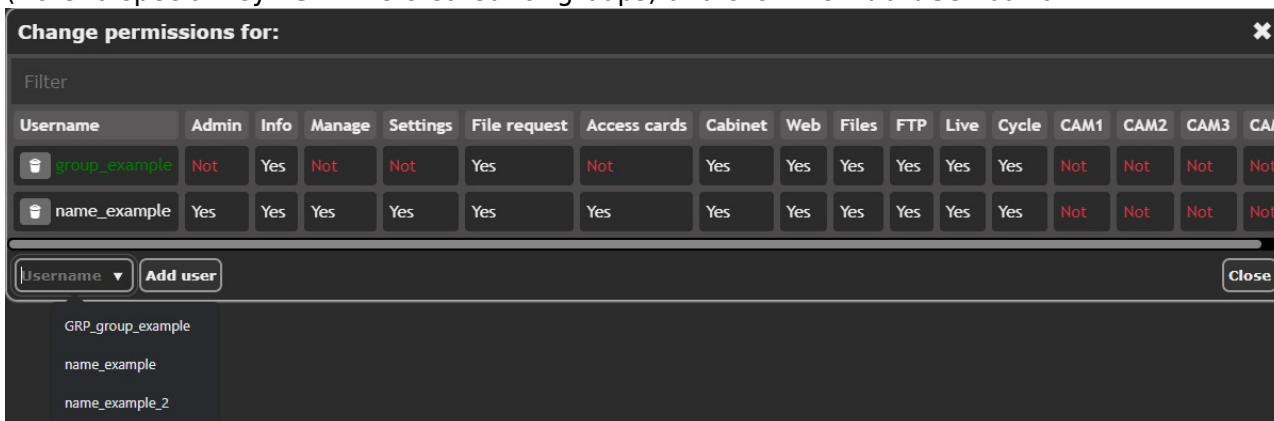
[Close] [Save groups]

The group has been successfully created, now you can share your device with several people as needed:

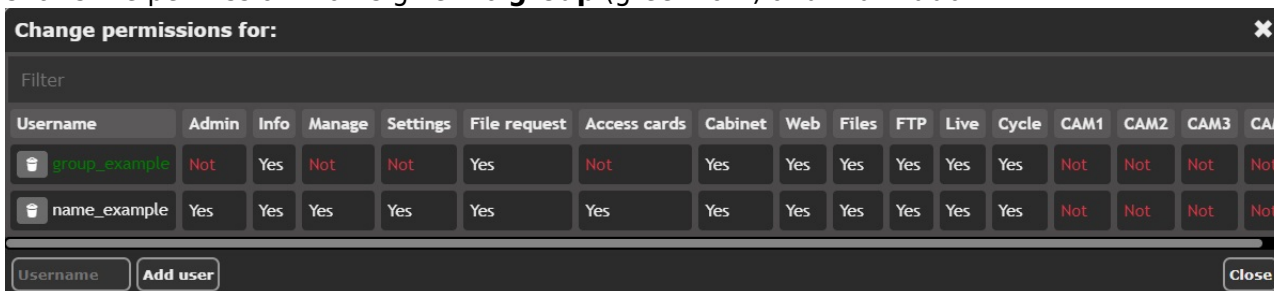
1. Go to the **Devices** tab and click the **Access Manager** button



2. In the user name field, select the group or user to whom you want to grant certain permissions (Note: a special key “GRP” is created for groups) and click the **Add user** button



3. After that you can already choose to whom and what permissions to give. The example below shows the permission that is given to **group** (green font) and **individual**.



Note: When the user is in a group, he gets all the rights that the group has, that is, the rights are summed (group rights + his own)

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