Managing Users and Groups

Organizations

Organizations are comprised of groups. Users are added to groups and groups can create forms.

Organization administrators can create and delete groups, assign group administrators, and manage group members.

Groups

Groups can be assigned to sections of a form, either when permissions are defined or assigned by a user filling out a form. When groups are assigned to a section all group members receive an email alert and can edit the form.

Group administrators can add and remove group members. Group administrators can also create, edit, and manage forms.

Users

Users can be added to groups or assigned to a form section. Users do not need to be group members to be assigned to a form section.

Only group admins can create and manage forms. Organization admins must make themselves an admin of a group first.