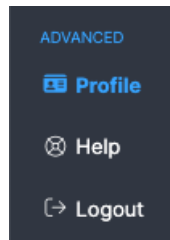


User groups

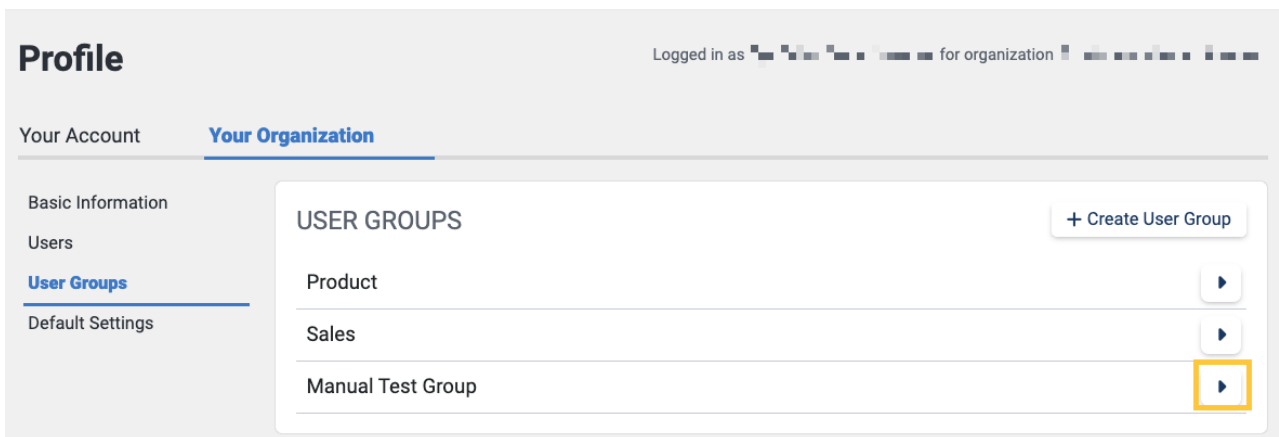
03/21/2025 3:07 pm EDT

User groups are used in the InsightStore to simplify sharing dashboards, reports, and crosstabs. Your account/organization can have many user groups. Each user can belong to multiple user groups.

To view your account/organization's user groups, go to the *Advanced* section of the left navigation bar and click on *Profile*.



Then, click *Your Organization* followed by *User Groups*. Your account/organization's user groups will be listed.



This account has three user groups.

To view the members of a user group, click on the blue expanding caret across from the group's name. The last group's caret is highlighted in yellow above.

The user group page shows every user in the account/organization and its other user groups. Each user and user group is classified as *Not a Member*, *Member*, or *Admin*.

User Group

Cancel

Delete Group

Update User Group

User Group Name:

Manual Test Group

Name	Not a Member	Member	Admin
Everyone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Product	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sales	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Marketing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Finance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operations	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Human Resources	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information Technology	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compliance	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

Name	Not a Member	Member	Admin
Product	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Support	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Marketing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Finance	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Operations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Human Resources	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Information Technology	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- [Creating a user group](#)
- [Editing a user group](#)
- [Deleting a user group](#)