

# Creating and managing groups

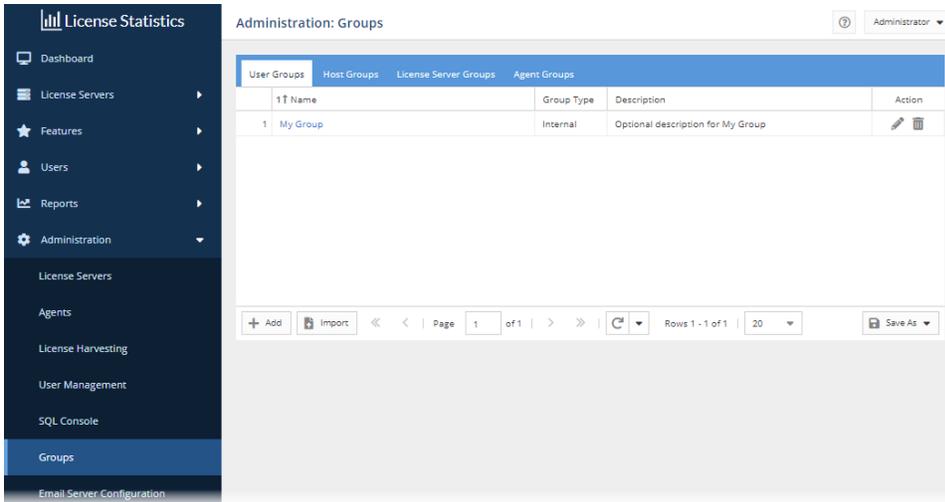
*The information on this page refers to License Statistics v6.22 and newer, which added Auto Assign options to Agent groups. If you are using a version previous to v6.22, see [documentation for previous versions](#).*

To create and manage License Statistics user, host, [license server](#) and [Agent](#) groups, use the **User Groups**, **Host Groups**, **License Server Groups** and **Agent Groups** tabs in the **Groups** page, found under the Administration section of the left navigation pane. (The Groups page is visible only for License Statistics administrator users.)

The method for creating and editing groups is the same for all group types. Our example that follows illustrates creating a user group.

To create a new group and add/remove group members:

1. Open the **Groups** page under the Administration section of the left navigation pane.



2. Select the **User Groups**, **Host Groups**, **License Server Groups** or **Agent Groups** tab, depending on the type of group you want to create.
3. Click the **Add** button at the bottom of the grid.
4. In the **General** tab of the Create Group page, complete the **Name** field (required) and **Description** field (optional) for the new group.
5. *If you are adding an Agent group:* You can use the Auto Assign options to automatically assign Agents to the group. See [Agent groups](#) for details.
6. Click **Next** to continue to the **Users/Hosts/License Servers/Agents** tab, where you select group members. (The Next button is disabled until you have filled in the required Name field.)

This tab contains two tables: the "Users not in group" table on the left lists all members that are *not* included in the group (which will be all members, initially), and the "Users in group" table on the right lists all members included in the group, as shown below. (Note that the tables may be stacked vertically instead of horizontally if your display is narrow, in which case the "not in group" table will be on the top and the "in group" table will be on the bottom of the display.)

- In the "Not In Group" grid, check the box next to the users/hosts/license servers/agents you want to add to the group. You can select as many users/hosts/license servers/agents as needed. (To select all rows, click in the checkbox in the header row, above the individual user/host/license server/agent entries.)

*For license server groups:* The selected members must have the same vendor. For FlexNet, vendors with the same daemon are treated as having the same vendor, so they can be grouped. (See [Vendor aliases](#) for a list of daemons and the vendors they serve licenses for.)

- Click the **Add >>** button located between the grids to add the members to the group. The members are moved to the "In Group" grid.

*As an alternative to using the Add button,* you can drag and drop items from the "Not In Group" grid to the "In Group" grid. If you have checked multiple items, all checked items will be added to the group.

- To remove members from the group, select members from the "In Group" grid in the same way as described above, and click **Remove** (or drag and drop the items from the "In Group" grid to the "Not In Group" grid).
- After you have added all members to the group, click **Save** to save the group and close the dialog. You return to the Administration: Groups page, where your new group is now listed in the Groups grid.

Note that:

- The user/host/license server/agent can be added to as many other groups as desired.
- For license server groups, if a user hides individual license servers that are included in a group, the group will still be visible.
- For user groups, LDAP information is given but is not editable.
- For license server groups, the server you want to drag to the table on the right must have the same vendor as the servers in the "in group" table.
- Your selections are saved as preferences for the next time you log into License Statistics using the same login.

*To edit a group:*

- Select the desired group from the User/Host/License Server Group drop-down list.
- Click **Edit**.
- Make the desired changes to the group name and/or description, and click **Submit** to accept the changes.

*To delete a group:*

- Select the desired group from the User/Host/License Server Group drop-down list.
- Click **Remove**.