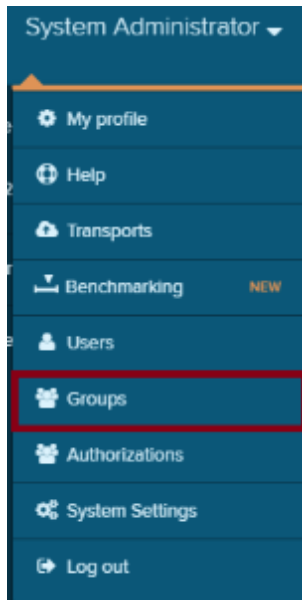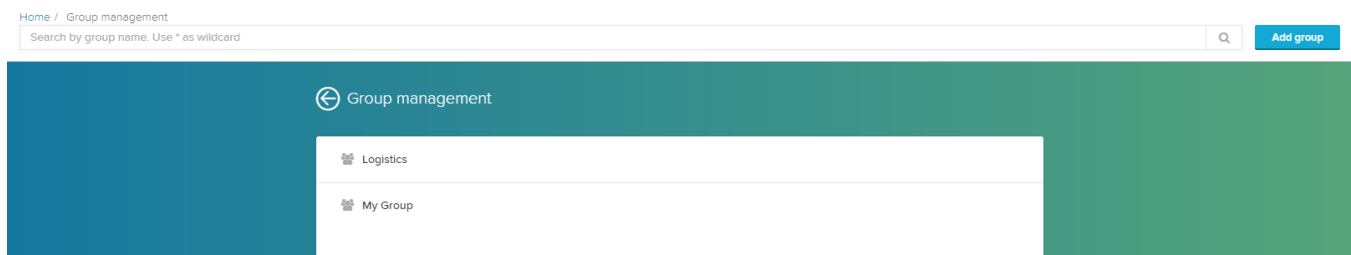# Manage Groups

Groups can be edited in a similar way, as users can be edited.

You can open the group section with the main menu:

You will be directed to the **Group management**.

This view shows all existing groups.

You can add an unlimited number of groups.

Each group can carry further *subgroups*, which facilitates the authorization inheritance.

Authorizations, that are applied to a group, will be applied to all subgroups as well.

Add a new group

Click on to add a new group.

This will open the **group editor**:

Insert a name for your group.

> ⊘ **Unique Names**
>
> Group names have to be unique.
>
> One name can only used for one group.

To add users (or subgroups) to your group, use the **Add users** button, which will extend the window.

The following three tabs are now visible:

Click on **Add members +** to add users to your group.

| Search by name, username or email. Use * as wildcard | 🔍 | **Done** |

👤 Max Mustermann	m.mustermann	
👤 Peter Grey	p.grey	**Add**
👤 System Administrator	sysadmin	

Hover any user, and a **Add** button will appear. Click on *Add* to add this user to your group.

✅ **Search Users**

You can make use of the search field to search for users.

Search by name, username or email. Use * as wildcard

Don't forget to save your changes with **Done** .

Click on **Add Groups +** to add subgroups to your group.

Groups

| Search by group name. Use * as wildcard. | 🔍 | **Done** |

👥 Logistics

Hover any group, and a **Add** button will appear. Click on *Add* to make this group a subgroup of this group.

A group can be a subgroup of 0, 1 or n groups.

✅ **Search Groups**

You can make use of the search field to search for groups.

Search by group name. Use * as wildcard.

Don't forget to save your changes with **Done** .

This section shows a list of all superior groups, that have listed this group as a subgroup.