

HPE Organizations

Manage user groups

Quick reference guide

Log into MyRoom account to see organization



Organization administrator

- Navigate to www.myroom.hpe.com/Profile
- Login to your MyRoom account
- Click **Manage Groups** in the **Users** tile

Wearable, Inc.

Have questions about MyRoom at Wearable, Inc.? **Contact: Organization Administrator** (organization.administrator@wearableinc.com)



Users

4 Users [Manage Users](#)

4 Groups [Manage Groups](#)



Rooms

6 Instructor Rooms



VRG Devices

2 Devices [Manage Devices](#)



Organization Settings

[View Subscription Details](#) (Expires Oct/31/2018)

[Edit Contact](#)

[Customize HPE MyRoom for Wearable, Inc.](#)

Add group



Organization administrator

Wearable, Inc. User Groups

Add Group ?

Administrators (1)
Everyone (3)
Device Managers (1)

Add Group ×

Group Name :

Description :

Save **Cancel**

Edit or delete group



Organization administrator

Wearable, Inc. User Groups

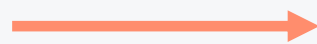
Add Group ?

Administrators (1)

Everyone (3)

Device Managers (1)

Trainers (0)



Trainers

Details

Group Name : Trainers

Description : Organization users responsible for training field employees

Room Privileges

No room access

Organization Privileges

No organization privileges

Users

Total Users : 0

Delete

Group details



Organization administrator

Trainers

Details

Group Name : Trainers
Description : Organization users responsible for training field employees

Room Privileges
No room access

Organization Privileges
No organization privileges

Users
Total Users : 0

Delete

Group Details [Close]

Group Name :

Description :

Save

Group room privileges

Select rooms for the user group



Organization administrator

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users responsible for training field employees

[Room Privileges](#)
No room access

[Organization Privileges](#)
No organization privileges

[Users](#)
Total Users : 0

[Delete](#)

Trainers Room Privileges

Group members can access:

- Instructor Rooms
 - Shift 1
 - Shift 2
 - Shift 3

[Save](#) [Cancel](#)

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users responsible for training field employees

[Room Privileges](#)
• Access to following Instructor Rooms :
- Shift 1

[Organization Privileges](#)
No organization privileges

[Users](#)
Total Users : 0

[Delete](#)

Group organization privileges

Select organization privileges for the user group



Organization administrator

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users responsible for training field employees

[Room Privileges](#)
No room access

[Organization Privileges](#)
No organization privileges

[Users](#)
Total Users : 0

[Delete](#)

Group members can access:

- Administrator
- Manage Users and Groups
- Manage Devices
- View Reports
- Manage Rooms

[Save](#) [Cancel](#)

Trainers

[Details](#)
Group Name : Trainers
Description : Organization users responsible for training field employees

[Room Privileges](#)
• Access to following Instructor Rooms :
• Shift 1

[Organization Privileges](#)
• Manage Devices
• Manage Rooms

[Users](#)
Total Users : 0

[Delete](#)

Group users



Organization administrator

Trainers

Details
Group Name : Trainers
Description : Organization users responsible for training

Room Privileges
• Access to following Instructor Rooms :
◦ Shift 1

Organization Privileges
• Manage Devices
• Manage Rooms

Users
Total Users : 0

Delete

Trainers Users (0)
Add User(s)

Add users to Group

Users :
vrg.trainer@wearableinc.com
vrg.trainer@wearableinc.com

Add

Trainers

Details
Group Name : Trainers
Description : Organization users responsible for training field employees

Room Privileges
• Access to following Instructor Rooms :
◦ Shift 1

Organization Privileges
• Manage Devices
• Manage Rooms

Users
Total Users : 1

Delete

The image illustrates the process of adding a user to a group. It shows two screenshots of the 'Trainers' group page. The left screenshot shows the 'Users' section with 'Total Users : 0'. An orange arrow points from this section to a modal window titled 'Trainers Users (0)'. This modal has an 'Add User(s)' button and an 'Add users to Group' section with a list of users containing 'vrg.trainer@wearableinc.com'. Another orange arrow points from this user entry to the 'Users' section of the right screenshot, which now shows 'Total Users : 1'. A third orange arrow points from the 'Add User(s)' button in the modal to the 'Add User(s)' button in the right screenshot.