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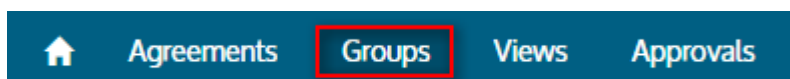
Summary

Sharing of content between buying organisations is managed through Groups. Groups have Members and Agreements added to them. Organisations are invited to join groups and can accept or reject the invitation. If they accept, as group members they will be able to view the Agreements and the Agreements' items that are shared via the group, and make those items available to their end users.

Your organisation can be set up to send and receive group invitations at various levels; Community, Network and 'All.' The settings include the ability to automatically accept invitations from either:

- Organisations in your community
- Organisations you already share content with
- All organisations

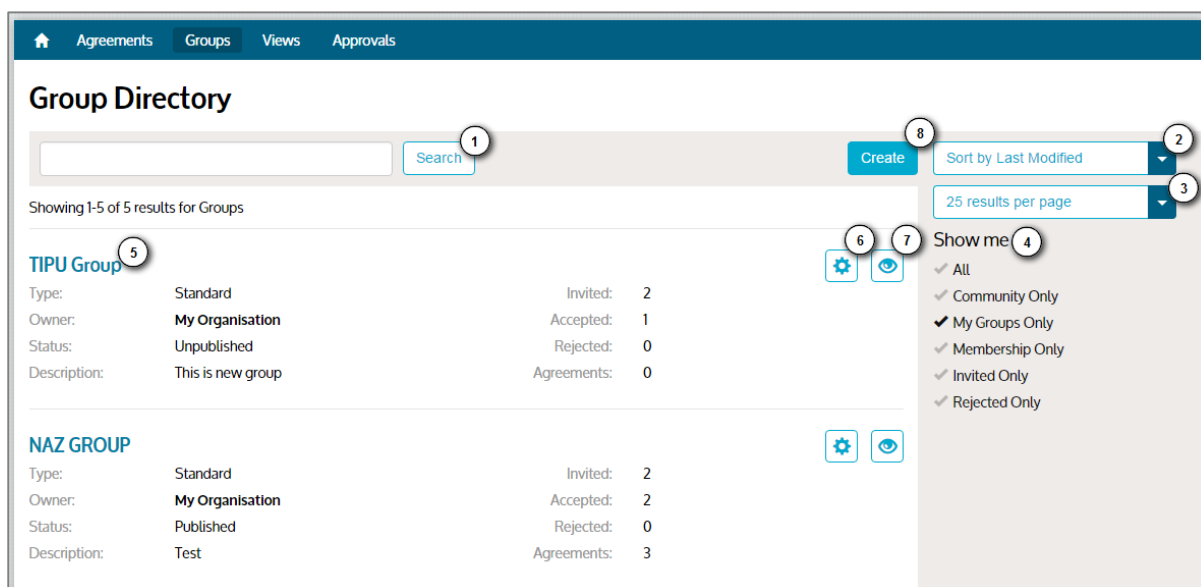
To access Groups click the Product Manager tab and then click Groups as shown below:



In the Groups section you can:

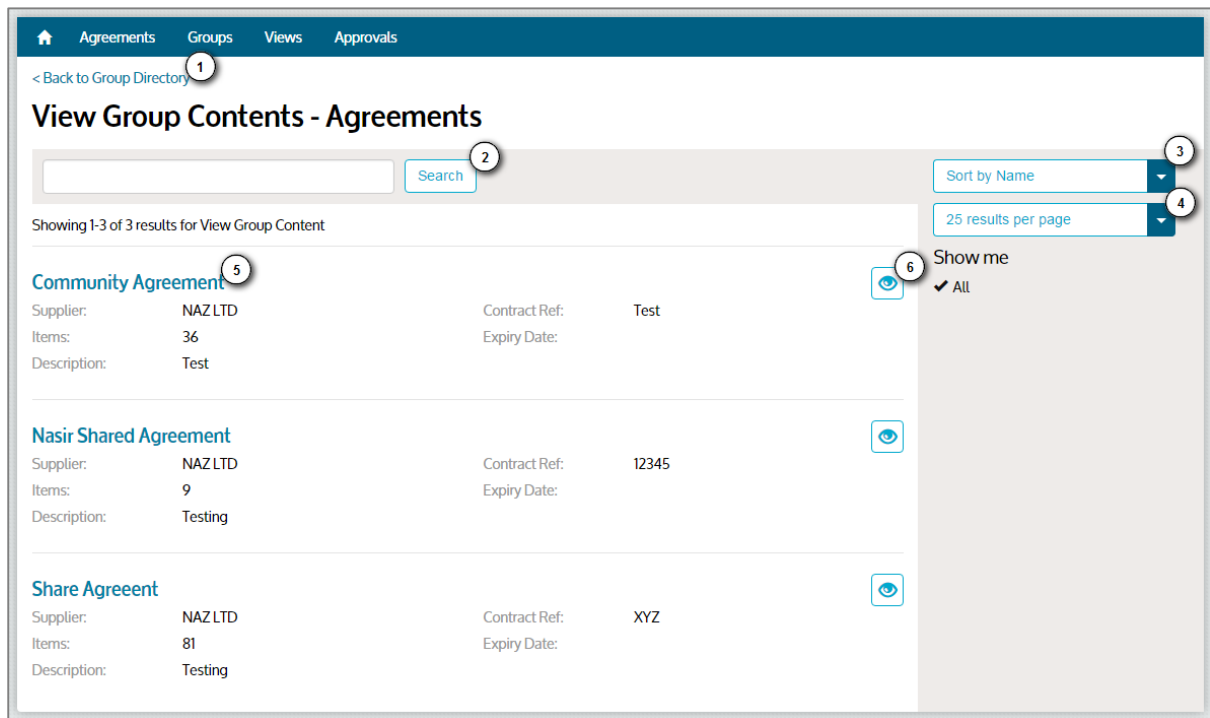
- Create a group
- Edit a group's description
- Accept or reject invitations to join others' groups

Group Directory




1. **Search** for groups using the group name.
2. Your search results can be sorted by:
 - a. Name
 - b. Last Modified
3. You can view between 25 and 100 items per page.
4. You can apply the following filters to the Agreements:
 - a. **Community Only** – groups from your community.
 - b. **My Groups Only** – groups you created.
 - c. **Membership Only** – groups you are a member of.
 - d. **Invited Only** – groups you have been invited to.
 - e. **Rejected Only** – groups for which you rejected an invitation to become a member.
 - f. Clicking “All” removes all filters to show all your groups.
5. The search results show the group name in large blue text, then a block of data with the following information:
 - a. **Type:** groups can be of type Community or Standard. Community groups are those that are created by the Community Administrator. Groups created by others are Standard groups.
 - b. **Owner:** the organisation managing the group.
 - c. **Status:** whether the group is Published or Unpublished.
 - d. **Description:** the group owner’s description of the group.
 - e. **Invited:** the number of organisations invited to the group.
 - f. **Accepted:** the number of organisations who have accepted invitations to the group.
 - g. **Rejected:** the number of organisations who have rejected invitations to the group.
 - h. **Agreements:** the number of Agreements on the group.
6. To manage your group click the button. This is only available on groups owned by your organisation.
7. To view the Agreements on a group click the button or the group name.
8. To create a group click the **Create** button. See below for more information on the Create Group page.

View Group Agreements

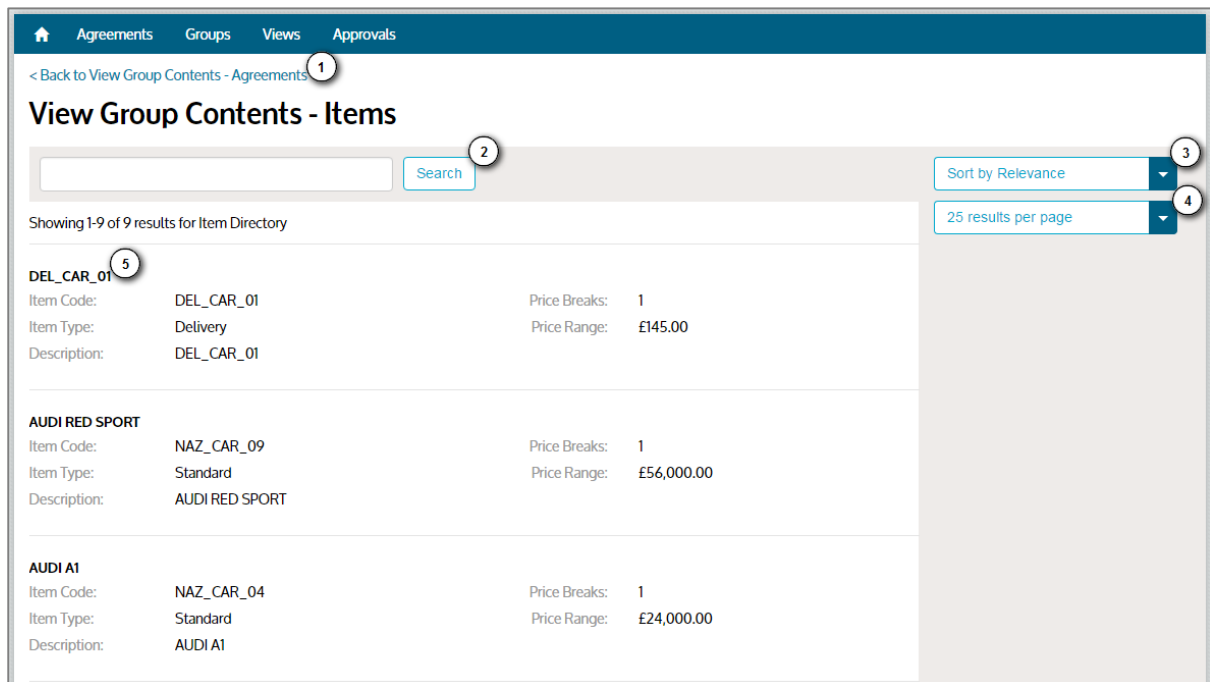


The screenshot displays the 'View Group Contents - Agreements' interface. At the top, there are navigation tabs for 'Agreements', 'Groups', 'Views', and 'Approvals'. A breadcrumb trail includes '< Back to Group Directory'. Below this is a search bar with a 'Search' button. To the right, there are dropdown menus for 'Sort by Name' and '25 results per page'. The main content area shows 'Showing 1-3 of 3 results for View Group Content'. Three agreement entries are listed, each with a title in large blue text and a corresponding 'eye' icon. The sidebar on the right has a 'Show me' section with a checked 'All' option.

Agreement Name	Supplier	Items	Description	Contract Ref.	Expiry Date
Community Agreement	NAZLTD	36	Test	Test	
Nasir Shared Agreement	NAZLTD	9	Testing	12345	
Share Agreement	NAZLTD	81	Testing	XYZ	

1. Return to the Groups Directory by clicking the 'Back to...' link.
2. **Search** for Agreements using the agreement name, supplier name, or information in the Description or For Supplier fields.
3. Your search results can be sorted by group name only.
4. You can view between 25 and 100 items per page.
5. The search results show the agreement name in large blue text, then a block of data with the following information:
 - a. **Supplier** name
 - b. The number of **Items**
 - c. The **Description** field
 - d. The **Contract Reference**.
 - e. The agreement **Expiry Date**
6. To view the items on an agreement click the  button or the agreement name.

View Group Items



Agreements Groups Views Approvals

< Back to View Group Contents - Agreements **1**

View Group Contents - Items

Showing 1-9 of 9 results for Item Directory

Search **2**

Sort by Relevance **3**

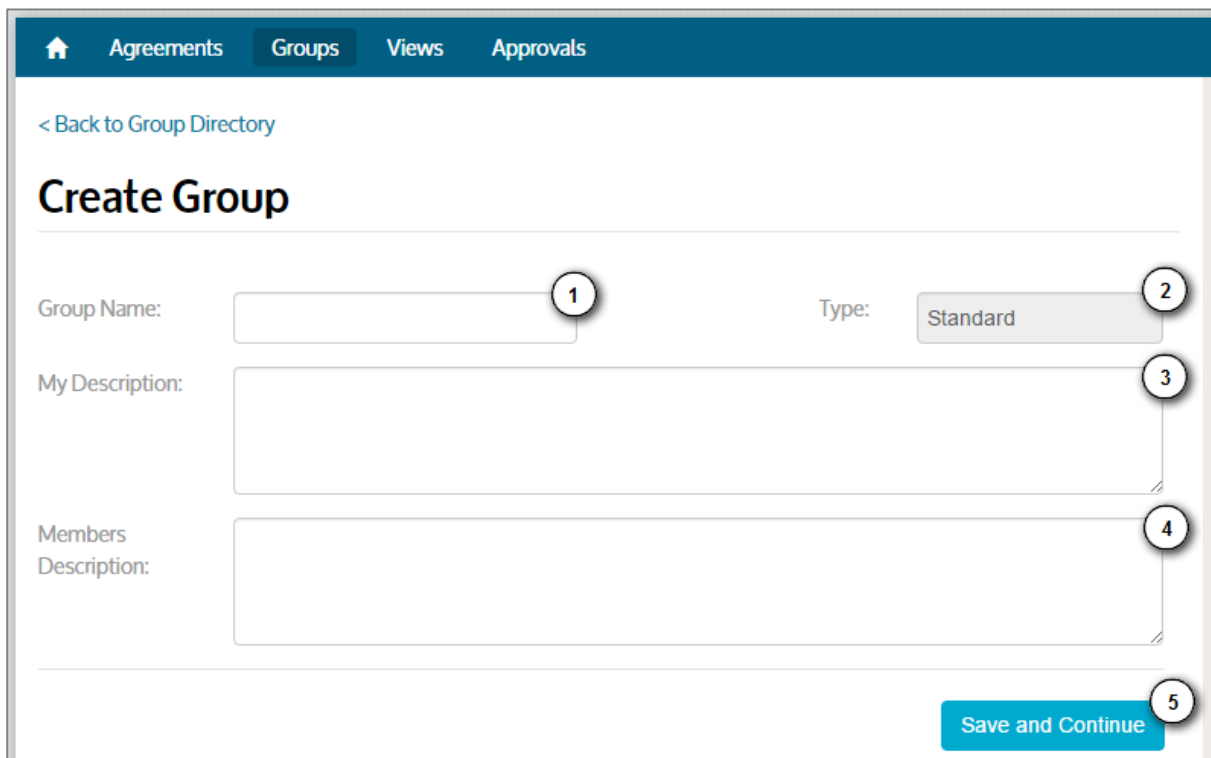
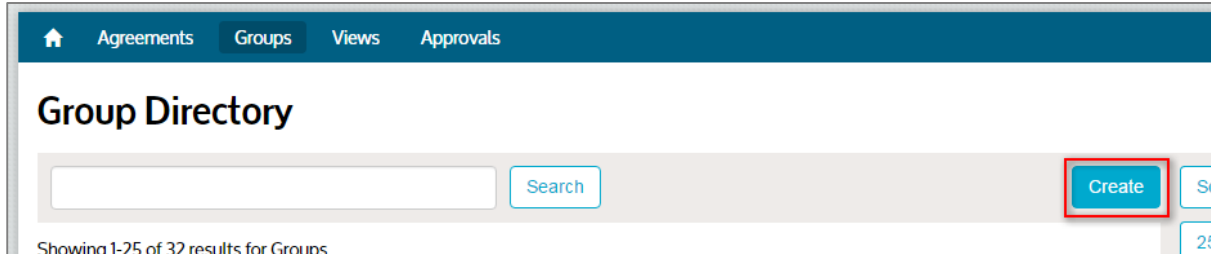
25 results per page **4**

DEL_CAR_01 5	Item Code: DEL_CAR_01	Price Breaks: 1
	Item Type: Delivery	Price Range: £145.00
	Description: DEL_CAR_01	
AUDI RED SPORT	Item Code: NAZ_CAR_09	Price Breaks: 1
	Item Type: Standard	Price Range: £56,000.00
	Description: AUDI RED SPORT	
AUDI A1	Item Code: NAZ_CAR_04	Price Breaks: 1
	Item Type: Standard	Price Range: £24,000.00
	Description: AUDI A1	

1. Return to the group by clicking the 'Back to...' link.
2. **Search** for items using text from the item name or description.
3. You can sort your search results by:
 - a. Relevance
 - b. Name, A to Z or Z to A.
4. You can view between 25 and 100 items per page.
5. The search results show the item name in bold text, then a block of data with the following information:
 - a. **Item Code** – the Item ID
 - b. **Item Type** – with the item is a Standard or Delivery item.
 - c. **Description** – an extract of the item's description.
 - d. **Price Breaks** – the number of price breaks on the item. If the number is one there is only a single price available.
 - e. **Price Range** – the range of prices available. If there is only one price the page shows this. If there are more, then the lowest and highest are shown, e.g. £95.00 - £105.00

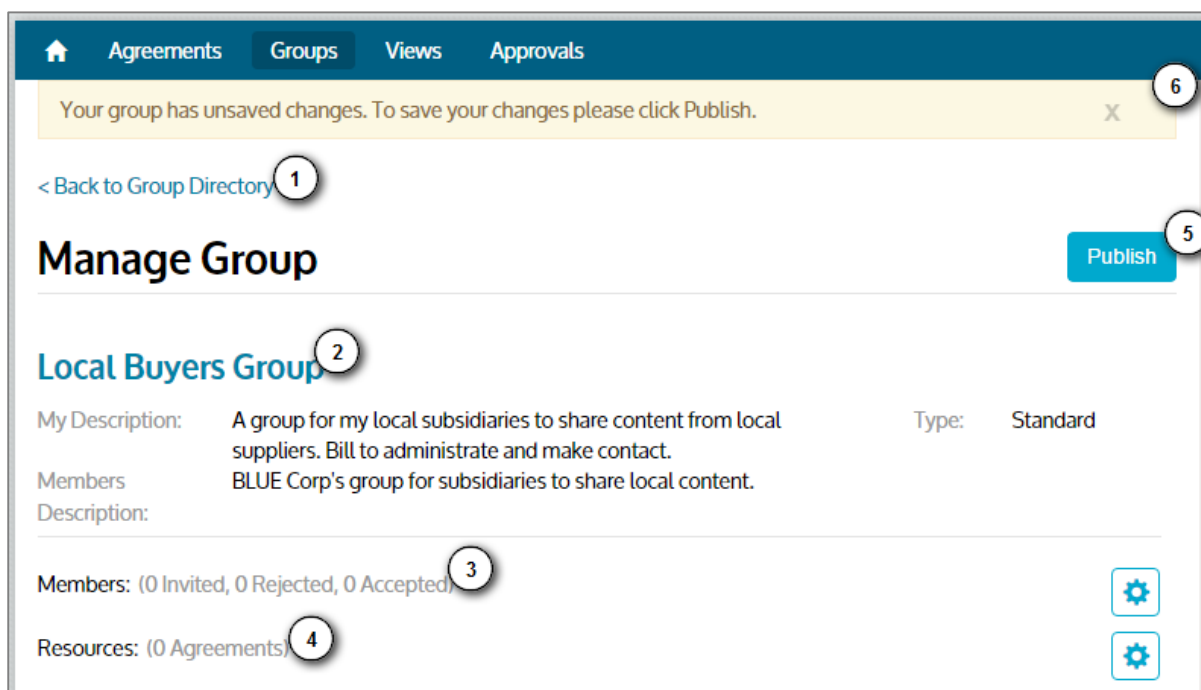
Create Group Page



To access the Create Group page, go to the Groups section and click the Create button.



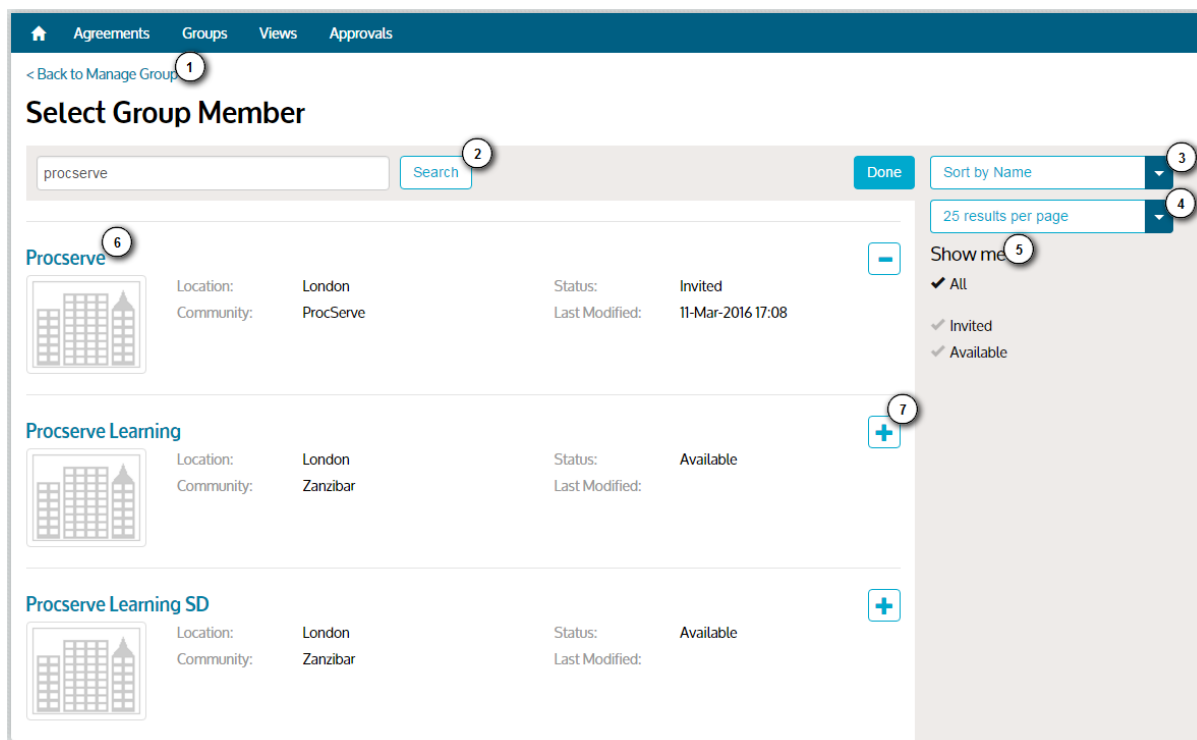
1. Give your group a concise, descriptive **Group Name**.
2. All groups are created with a **Type** of Standard, unless you are a Community Administrator.
3. Use the **My Description** field to add notes for you and your organisation.
4. Use the **Members Description** field to add text that describes what the group is for to those you intend to share it with.
5. Once you are ready, click **Save and Continue** and the Manage Group page will load (see below).



Manage Group Page



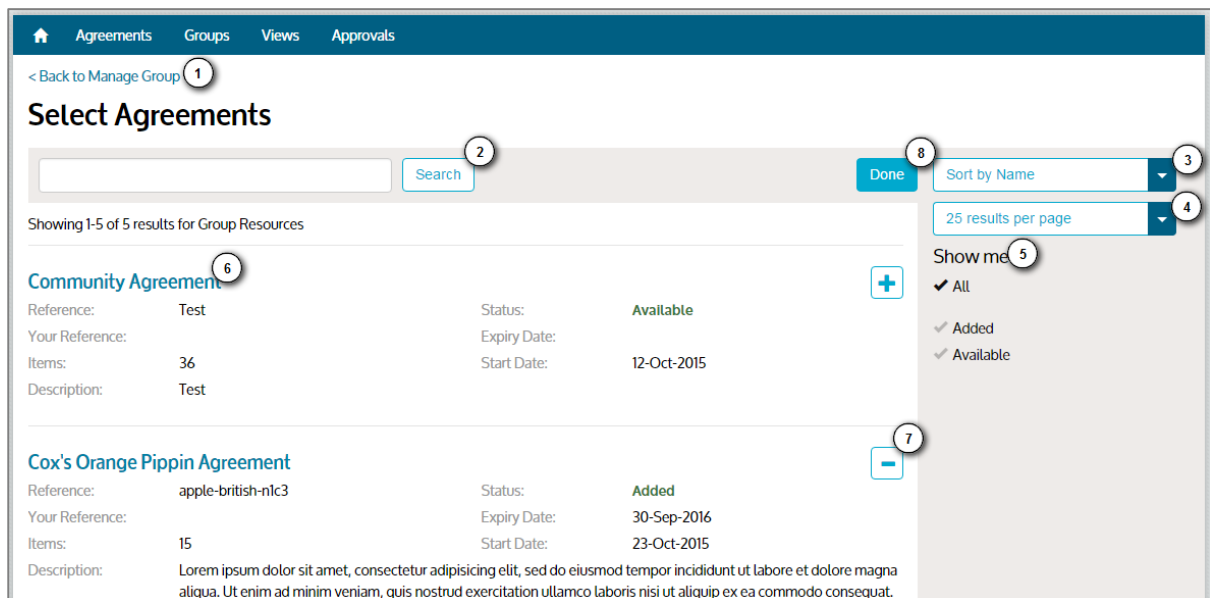
1. Return to the Group Directory by clicking the '**Back to...**' link.
2. The group name is shown in large blue text, followed by these fields:
 - a. My Description
 - b. Members Description
 - c. Type
3. **Members** shows the number of organisations in the group, and how many are in each state: Invited, Rejected and Accepted. Click the  button to manage the group members (See Select Group Members below).
4. **Resources** shows the number of Agreements attached to the group. Click the  button to manage the Agreements (See Select Group Resources below).
5. Click the **Publish** button to put changes to your group into effect.
6. If you have made changes that need to be published, then the page provides a message at the top of the page.



Select Group Members



1. Return to the Manage Group page by clicking the '**Back to...**' link.
2. You can find organisations within your community by conducting a **Search** by name.
3. Search results are sortable by organisation name only.
4. You can view between 25 and 100 items per page.
5. You can apply the following filters to the organisations:
 - a. **Invited** – those organisations you invited to your group.
 - i. Once this filter is clicked the page will also provide filters for **Accepted** and **Rejected**.
 - b. **Available** – those organisations you have not invited, but which are available for invitation.
6. Each organisation in the search results is shown by its name in large blue text, and the following fields:
 - a. Location – the town or city the organisation is located in.
 - b. Community – the community the organisation belongs to.
 - c. Status – whether the organisation is Available, Invited, Accepted or Rejected.
 - d. Last modified – the last modified date for the organisation.
7. Organisations with a  or a  button next to them can be added or removed to or from the group. Organisations that have accepted your invitation to a group have neither button and so cannot be removed.

Select Group Resources



1. Return to the Manage Group page by clicking the '**Back to...**' link.
2. You can find Agreements by conducting a **Search** by agreement name or description.
3. Search results are sortable by:
 - a. Name
 - b. Start Date
 - c. Expiry Date
 - d. Last Updated
4. You can view between 25 and 100 items per page.
5. You can apply the following filters to the organisations:
 - a. Added – Agreements on the group
 - b. Available – Agreements not on the group, but available to be added.
6. For each agreement the search results show the agreement name in large blue text, then:
 - a. **Reference** – the contract reference for the agreement
 - b. **Items** – the number of items on the agreement
 - c. **Description** – the agreement owner's description for the agreement
 - d. **Status** – whether the agreement is Available or Added
 - e. **Expiry Date** – when the agreement expires
 - f. **Start Date** – when the agreement started
7. Add or remove Agreements from your group by using the  or  button.
8. Once you have finished on this page click the **Done** button.

Using Shared Content in Groups

Once you have joined a group further steps are necessary to make the content provided in the group available to your end users.

At its most basic the process would be to add a shared agreement to an existing view.

If you do not want all the items on a shared agreement however, items can be excluded by navigating to the agreement, viewing the price list, and using the Exclude button to hide items from your users. See the separate *Buyer guide - Agreements* for details.

Once you have joined a group there is currently no way for you to leave it. By removing the shared Agreements from your views, however, you can remove shared content from your end users' Marketplace.