Group Administration

Please note:

- If you have recently purchased your group subscription, there are **no** active members in your group. You must manage your group to activate the group administrator and/or add additional members to your group.
- If you chose "Generate Invoice" during the checkout process, you will be able to manage your group prior to the receipt of payment, but you **will not** be able to access your subscription content until payment is received by NCCN. You will receive e-mail notification when your payment is received and your subscription is activated.

To manage your group settings, you must be logged into NCCN.org. You can do that here:

http://www.nccn.org/login

Once logged in, go to the following page to manage your groups:

https://www.nccn.org/home/store/groups

On this page, click on the pencil/notebook Action icon for your group.

Name	Members	Action
	103 active user(s) max. ∞	☑
	52 active user(s) max. ∞	☑
	5 active user(s) max. ∞	☑

On the resulting page, you have your Group Information. You can add or update your Group Name, Company, Mailing Address, and Web URL. The only required field on this form is **Group Name**, to help distinguish your group from any other in our system.

To access your list of group members, click on the **Members** tab (circled in the image above).

Each user in your group is listed, showing their First Name, Last Name, Email, and their status as a Group Admin and Access to the subscribed content. Each of these columns in sortable by clicking on the column header.

Editing User Access

To edit an individual user's settings within the group, click on the light green pencil/notebook **Action** icon for that individual.

EmailAddress

FirstName

LastName

☐ Is Admin   ☑ Access   [Save]

The user's information appears on the right side of the screen. You can give the user **Admin** access (allowing them the permissions to do everything described in this document, as well as manage subscription renewals) or **Access** to the subscribed content by checking or unchecking the appropriate boxes. Once you have updated the settings accordingly, click on the **Save** button.

Please note: You are able to have users in your group that do not have **Access** to your subscription content. These users <u>do not </u>count against the limit of active users in your group. Only those with **Access** to your subscription content count against your group's total number of active users.

Add a New User to the Group

To add a new user, click on the **Add User** button:

Add User by Email

Email

[   ]

Cancel   **+ Add User**

Enter the user's e-mail address into the textbox and click on **Add User**. If the user already exists in the NCCN system, their **First Name** and **Last Name** will auto-populate in the user information section. You can provide Access or Admin access by using the appropriate checkboxes and clicking on **Save**.

If the user <u>does not </u>already exist in the NCCN system, you will need to enter the user's **First Name** and **Last Name** before providing the appropriate permissions and clicking on **Save**.

Please note: Any user not already in the NCCN system will <u>not </u>have access to your group's subscription content until they have registered with the email address provided. Each user can register here:

https://www.nccn.org/Register

Remove a User from the Group

To remove a user from the group, click on the red X **Action** icon in the Members listing.

Please note: Removing a user from your group <u>does not </u>remove their profile from the NCCN.org system; it simply removes them from your group and access to your group subscription.

If you need to remove a user temporarily, you can edit their access settings instead of removing them completely from the group. Please refer to the **Editing User Access** section above.

Editing a User's Account

If a member of your group has a new e-mail address, the easiest way to deal with this is to have them log into their account and update their profile. **Please do not** create a new account with the new e-mail address. This creates duplicate accounts and additional management for you as the group administrator.

Reports

To access user reports for your group, click on the **Reports** link in the left menu:

To view the data, click on the **View** button for the report you wish to view.

Product Activity Report

When you view this report, the default results will show you all activity for your group members within the last calendar year for each product for which you have a subscription. The report will show you the user, the date the user last used the product, and the number of times they viewed it – both as a total and broken down by month:

Product Activity

Filter the Tables Below by Date Range   05/17/2015 - 05/17/2016   **Run by Date Range**

NCCN Drugs & Biologics Compendium (NCCN Compendium®) from 05/17/2015 to 05/17/2016

10 ▼ records per page				Search:	
Last Name ▲	First Name ⇅	Email ⇅	Last Accessed ⇅	Totals by Month ⇅	Total ⇅
			2016-04-26	06/2015 - 13 07/2015 - 1 08/2015 - 13 09/2015 - 2 10/2015 - 10 01/2016 - 2 04/2016 - 4	45

Showing 1 to 1 of 1 entries   Previous **1** Next

NCCN Biomarkers Compendium® from 05/17/2015 to 05/17/2016

10 ▼ records per page				Search:	
Last Name ▲	First Name ⇅	Email ⇅	Last Accessed ⇅	Totals by Month ⇅	Total ⇅
			2015-08-06	06/2015 - 3 07/2015 - 1 08/2015 - 1	5

Showing 1 to 1 of 1 entries   Previous **1** Next

To change the date range for the report, click in the date field at the top of the report:

Choose the Start Date and End Date of your report. Click on **Apply**. Then click on **Run by Date Range** to generate the updated data.