



## Creating groups in the Admin Tool

Creating groups can help you manage and optimize your account. By using specific IP address ranges for these groups you can organize users, usage reports, document delivery settings, transactional access, credit card purchasing, and more.

### What is a group and why would I want to create groups?

A group is a pool of users as defined by an administrator. A common reason for creating a group is to monitor usage for a certain set of users.

### How to create a group:

1. Click on "Create/Edit a Group" from the General tab.
2. Name the Group and if you like, you may set the Membership Dates for the Parent Account or Default Dates for User Profiles.
  - Use Parent Account membership dates to specify how long this Group will be linked to your Account. When using Parent Account membership dates, this Group can receive settings and entitlements from the Parent Account.
  - Specifying default dates for User Profiles within this Group can be used to set default dates on new user profiles for Group Memberships that are Admin Tool created or Customer Service created. These dates will not be applied to existing profiles.

### Handy Tips!

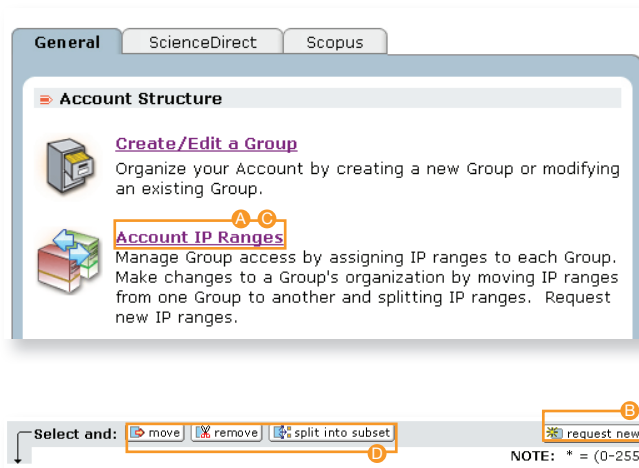
- Leave dates blank to allow unrestricted access to subscription entitlements.
- View the current groups within your account in the right hand navigation bar.
- Contact the E-Helpdesk if you wish to delete groups.

## How to request IP address ranges (from the E-Helpdesk)

A. Click on “Account IP Ranges” on the General tab.  
B. Then click “Request New”.  
You will receive an email confirming your request. The E-Helpdesk will follow-up with you as soon as the changes have been made.

## How to organize IP address ranges and users within your account

C. Click on “Account IP Ranges” under the “General” tab and View the ranges of IP addresses currently assigned to your account.  
D. Click on “move”, “remove” or “split into subset” buttons to allow the IP addresses to be distributed across Groups, as you so choose.



For further information please visit the Admin Tool Info Site [www.info.admintool.elsevier.com](http://www.info.admintool.elsevier.com)

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