

Group Types and Permissions

1. Group Types are visible across Divisions as a selection for creating Groups in your Division. This means the "Default Group Type" is an option to select for all Division Administrators, BUT Division Administrators cannot see Groups created by other Division Administrators. That being said, as a Division Administrator you can create a NEW GROUP TYPE (top left of Group Types Tab in green) and edit permissions for the group - and those permissions would be assumed for all users added to it.

Create a New Group Type

Name

Project Permissions	Enabled	Disabled
Research Core Survey Platform	<input checked="" type="checkbox"/>	<input type="checkbox"/>
360	<input type="checkbox"/>	<input type="checkbox"/>
Employee Engagement	<input type="checkbox"/>	<input type="checkbox"/>
Employee Pulse	<input type="checkbox"/>	<input type="checkbox"/>

Group Permissions	Enabled	Disabled
Create Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborate Inside of Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborate Outside of Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow JavaScript	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow All HTML Markup	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Translate Surveys with Google Translate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Download Survey Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Enable Public Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Total Allowed Group Members	Unlimited	Override
Total Allowed Surveys	Unlimited	Override
Allowed Active Surveys	Unlimited	Override
Allowed Responses	Unlimited	Override
Allowed Outgoing Emails	Unlimited	Override

Survey Permissions	Enabled	Disabled
Delete Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activate Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deactivate Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Translate Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Set Survey Options	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create Response Sets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distribute Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Survey Results	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Download Survey Results	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Survey Responses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy Survey Questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete Survey Questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Survey Flow	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Survey Questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Blocks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Reference Blocks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Conjoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Triggers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Advanced Quotas	<input type="checkbox"/>	<input type="checkbox"/>

View Group Type: Default Group

Name

Project Permissions	Enabled	Disabled
Research Core Survey Platform	<input checked="" type="checkbox"/>	<input type="checkbox"/>
360	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Engagement	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Employee Pulse	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Group Permissions	Enabled	Disabled
Create Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborate Inside of Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Collaborate Outside of Organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow JavaScript	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allow All HTML Markup	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Translate Surveys with Google Translate	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Download Survey Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Enable Public Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Total Allowed Group Members	Unlimited
Total Allowed Surveys	Unlimited
Allowed Active Surveys	Unlimited
Allowed Responses	Unlimited
Allowed Outgoing Emails	Unlimited

Survey Permissions	Enabled	Disabled
Delete Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Activate Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deactivate Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Translate Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Set Survey Options	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Create Response Sets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Distribute Surveys	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Survey Results	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Download Survey Results	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Survey Responses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Copy Survey Questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Delete Survey Questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Survey Flow	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Survey Questions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Blocks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Reference Blocks	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Use Conjoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Triggers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Use Advanced Quotas	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Close

2. No user can be set to manage a Group. You can create a new Group with a specific set of permissions that you want *all users* in the Group to have. You *cannot* edit user permissions from the Group on a one-by-one basis (see below).

Edit Group:

Group Name

Group Type

Users	Actions
B, K	Remove
C, J	Remove
C, S	Remove
G, S	Remove
J, R	Remove
L, S	Remove
Mc, M	Remove
P, C	Remove
Y, L	Remove

Surveys	Actions
LB_0UNVSgKSkfwSg7P	Change Owner
LB_0c8xIVpZ88g6Nal	Change Owner
LB_0dlqpwGlp9h8qWN	Change Owner
LB_1R0oS4Kd0FYK5Ap	Change Owner
LB_3K8VWqenD0bQfFr	Change Owner
LB_3juWRXJpxc4OUJH	Change Owner
LB_3l0GpFW5dsE6sn3	Change Owner
LB_3sLUNqyW736drAp	Change Owner
LB_4ORMLL6JdP33nrT	Change Owner
LB_6EeFgV4qBPerIkB	Change Owner
LB_6msbO4RVU4bpq17	Change Owner
LB_7UtszwWfRLkgVNP	Change Owner
LB_8AF9sLLBbNFhsZT	Change Owner
LB_8oIMvSbEquOTbCd	Change Owner
LB_8p4CQizcf2Jr5NH	Change Owner

3. Groups only allow users access to a shared Library, Contact List, and Messages. Being in a Group does *not* mean you have immediate access to all surveys. To work collaboratively on an actual Project (survey) you must follow the steps to "Share Project".

When you Share a Project, the owner is the only one who can share that Project and set the permissions for each user, as needed (edit, activate, view reports, etc.).

See: [Share a Project](#)

For further information, go to [Qualtrics Support](#) for online documentation, videos, and assistance via phone, email or chat.