



Jive Interactive Intranet

Cloud User Guide

Jive Extensions: Admin Essentials Add-on

Notices

For details, see the following topics:

- [Notices](#)
- [Third-party acknowledgments](#)

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For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our [website](#).

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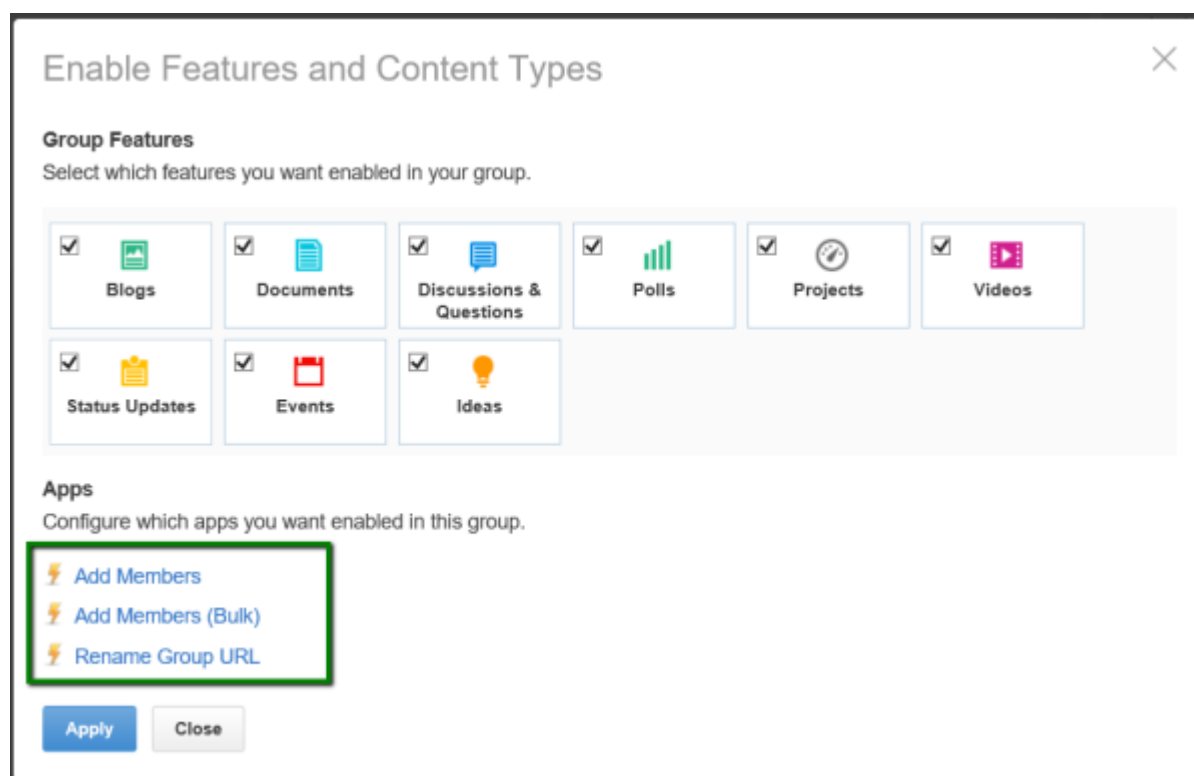
Admin Essentials add-on

The Admin Essentials add-on allows group administrators the option to add users to the group while skipping the general invitation/accept/approval process for group membership. Users can be added in bulk to social groups and the URL of the social group can be changed.

With Admin Essentials add-on, users gain access to the following features:

- Add members (in bulk) – all social group administrators and owners (of the related social group).
- Add members (single) – only users from specifically configured user groups.
- Rename social group URL – only users from specifically configured user groups.

Figure 1: The options that the Admin Essentials add-on adds to social group configuration



The Admin Essentials add-on helps to change social group URLs and bulk-adding users to the social groups (by username, ID, or email address).

For details, see the following topics:

- [Using the Admin Essentials add-on](#)

Using the Admin Essentials add-on

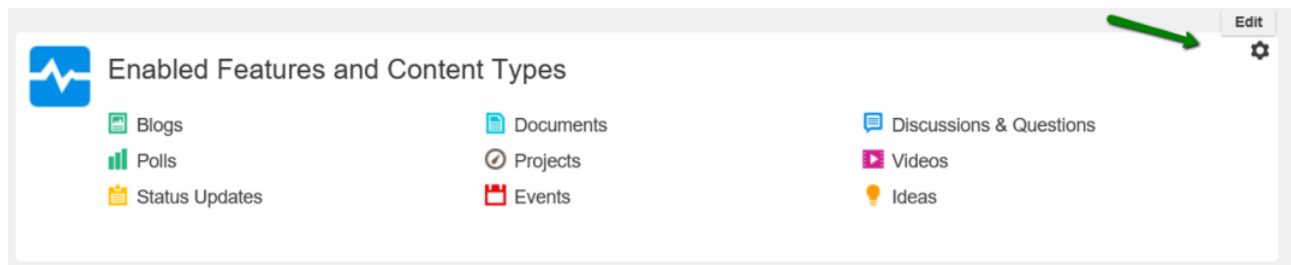
Here you can find details on using the Admin Essentials add-on.

Admin Essentials adds options for changing social group URLs and adding users (in bulk or one by one) to the social groups without the hassle of inviting users first (and waiting for them to accept invitations).

To access the Admin Essentials actions:

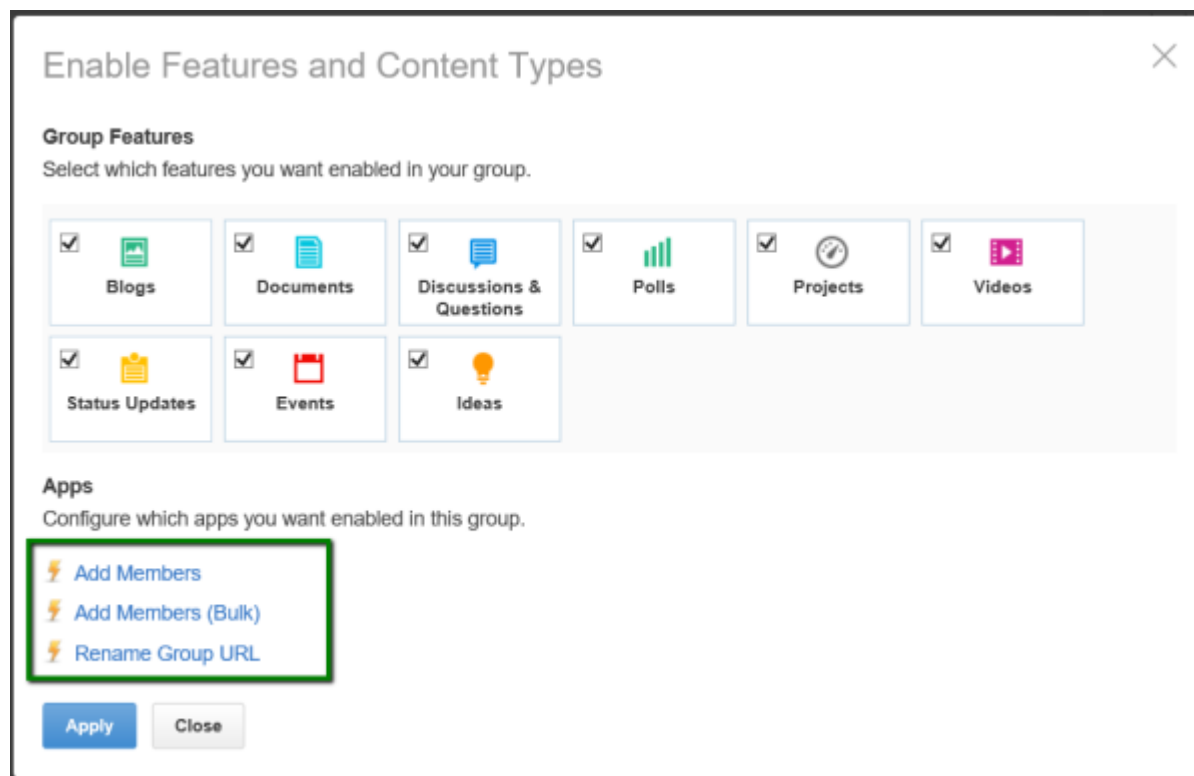
1. Go to the landing page of the concerned social group, where the add-on is to be configured. Select **Manage > Settings**.
2. Click the gear icon to change the advanced social group settings.

Figure 2: Opening Enabled Features and Content Types settings



This opens the **Enabled Features and Content Types** settings with the add-on actions.

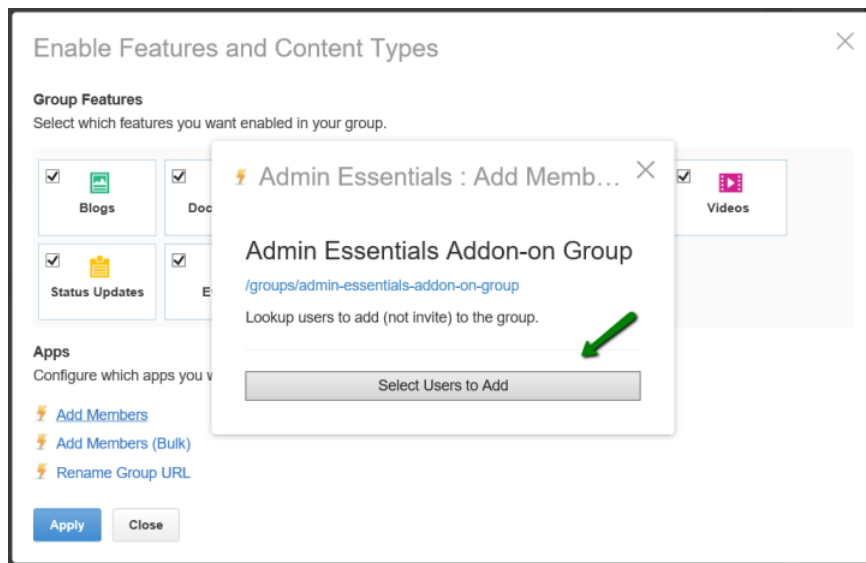
Figure 3: The options that the Admin Essentials add-on adds to social group configuration



Adding members one-by-one with Admin Essentials

Administrators can add several members one-by-one while skipping the general invitation/accept/approval process for group membership.

1. Go to the social group where members are to be added in bulk without inviting them.
2. Click **Manage > Settings** of the group.
3. Click **Enable Features and Activity > gear icon**.
4. Click **Add Members**.



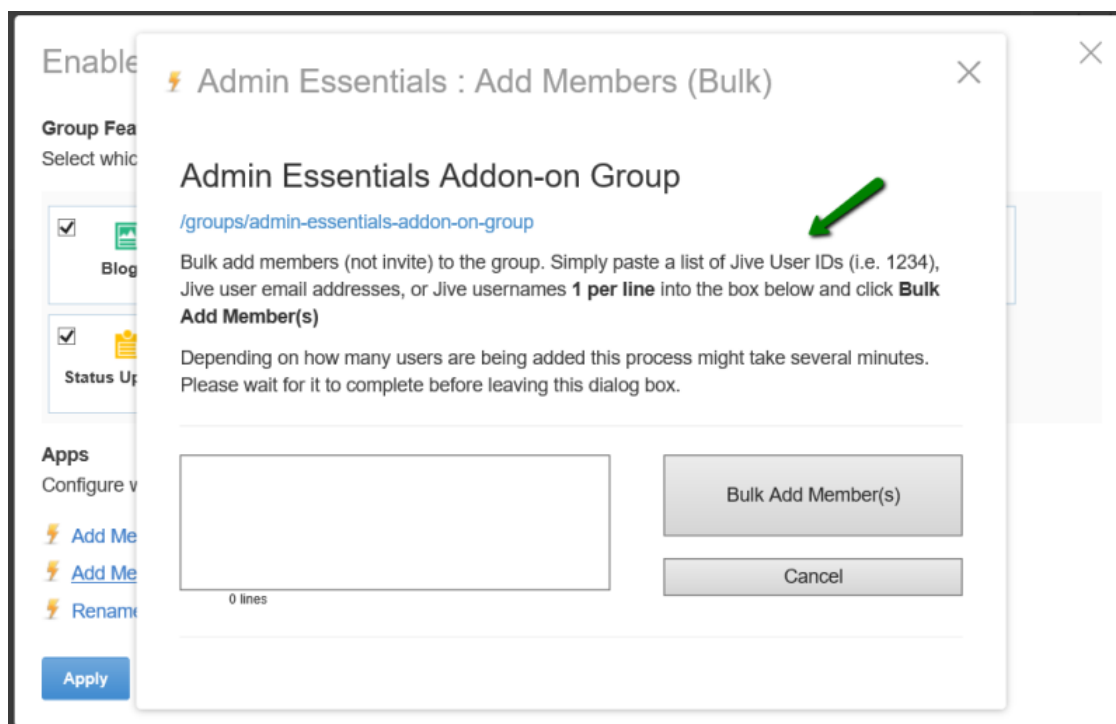
5. Follow the instructions on the screen display. E-mail Signature

Bulk-adding members with Admin Essentials

Administrators can add several members in bulk while skipping the general invitation/accept/approval process for group membership.

To add members in bulk:

1. Go to the social group where members are to be added in bulk without inviting them.
2. Click **Manage > Settings** of the group.
3. Click **Enable Features and Activity > gear icon**.
4. Click **Add Members (Bulk)**.



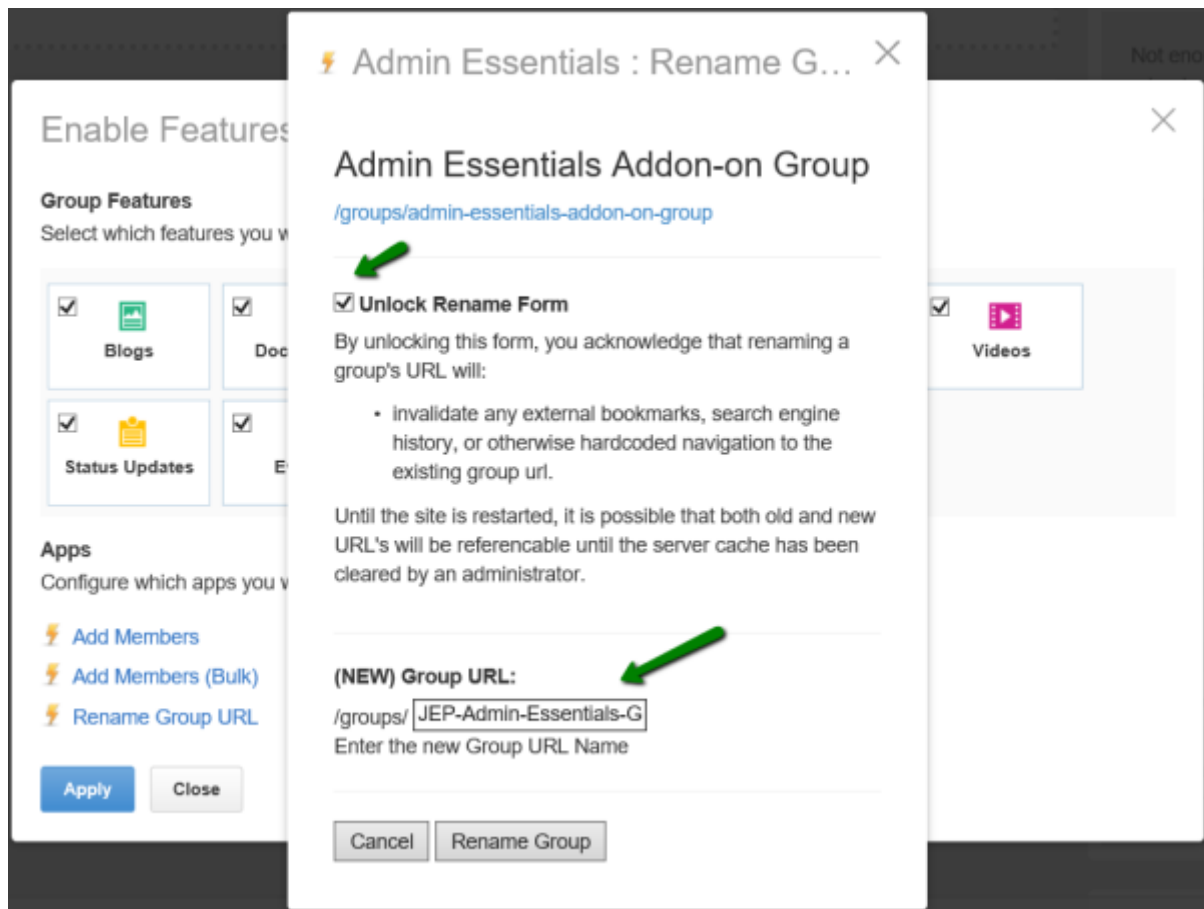
5. Follow the instructions on the screen display. E-mail Signature

Changing social group URL with the Admin Essentials add-on

Administrators can change the name and URL of the social group.

Social Group Administrators (of the related Social Group) who are NOT members of the predefined user groups, will not be able to access the Rename Group URL feature of the Admin Essentials add-on.

1. Go to the social group where members are to be added in bulk without inviting them.
2. Click **Manage > Settings** of the group.
3. Click **Enable Features and Activity > gear icon**.
4. Click **Rename Group URL**.



5. Select **Unlock Rename Form**.
6. Provide the new group URL as indicated.
7. Click **Rename Group** to save the settings.