

Admin Settings Overview

[Editing of Groups & Goals Settings](#)

User Role Requirements: Administrator

Location of Settings: Manager > Organization Settings

Restrict Editing of Groups and Goals?:

As an x2VOL Administrator, you have the ability to restrict ALL staff users from being able to make any edits to either Groups or Goals. This can be useful in preventing the “recycling” of Groups/Goals or manipulation of dates which may become issues in the future.

By selecting **True**, ALL staff users will be restricted from being able to make edits to Groups and Goals.

This inherently removes the following buttons from view.

Groups: Create New Group , Delete , Create Goal

Goals: Edit , Delete , Clone Goal

NOTE: A staff user with access to Groups will still be allowed to edit Group Name, Group Owner, Attachments, Group Description & Verify Membership

By selecting **False**, ALL staff users with the appropriate access will be able to Create, Delete and Edit Groups and Goals without restriction.

Restrict Editing of Groups and Goals?

False

This will hide buttons related to groups and goal creation and modification for a staff user. This applies to all staff roles in the system.

Staff User Views:

Dashboard Opportunities **Groups & Goals** Manager Reporting Profile Help Logout

My Groups & Goals

My Groups & Goals

Active Groups Show Only My Groups Show Only Unverified Group Members [Create New Group](#)

View Archived Groups

Class of 2022

Edit Archive **Delete** Add Student **Create Goal** Email List

STUDENTS IN THIS GROUP (11)

GOALS IN THIS GROUP (4)

GOAL NAME	START DATE	END DATE	GOAL HOURS	REQ	SHARED HOURS	JOINED
Freshman Service Hours	08/01/2017	07/31/2018	15.00	✓	✗	11
Edit Archive Delete Recommend Clone Goal Email List						
Sophomore Service Hours	06/01/2018	07/31/2019	15.00	✓	✗	11
Edit Archive Delete Recommend Clone Goal Email List						
Junior Service Hours	06/01/2019	07/31/2020	15.00	✓	✗	11
Edit Archive Delete Recommend Clone Goal Email List						
Senior Service Hours	06/01/2020	05/31/2021	15.00	✓	✗	11
Edit Archive Delete Recommend Clone Goal Email List						

ARCHIVED GOALS IN THIS GROUP (0)

Dashboard Opportunities **Groups & Goals** Manager Reporting Profile Help Logout

My Groups & Goals

My Groups & Goals

Active Groups Show Only My Groups Show Only Unverified Group Members

View Archived Groups

Class of 2022

Edit Archive **Add Student** Email List

STUDENTS IN THIS GROUP (11)

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Archive Recommend Email List						
Sophomore Service Hours	06/01/2018	07/31/2019	15.00	✓	✗	11
Archive Recommend Email List						
Junior Service Hours	06/01/2019	07/31/2020	15.00	✓	✗	11
Archive Recommend Email List						
Senior Service Hours	06/01/2020	05/31/2021	15.00	✓	✗	11
Archive Recommend Email List						

ARCHIVED GOALS IN THIS GROUP (0)