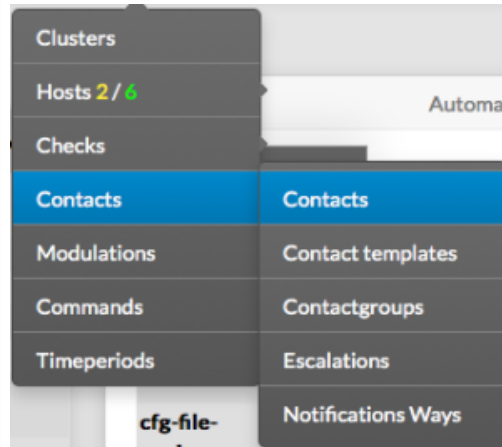


Contact Group

Overview

This element of configuration is used to group contacts together. Contact groups can be attached to [Hosts](#) or [Checks](#), to notify many contacts at the same time.

You can access to the Contact groups configuration by using the link in the main menu.



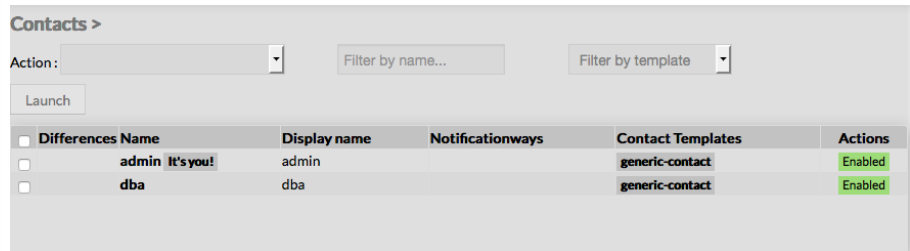
The main page of contact groups Configuration is composed of a table, listing all existing contact groups.

This table contains the following informations :

- a CheckBox to select one or more Contact Groups
- Differences since last commit in production
- Name
- Alias
- Members

A tool bar on top of the table, gives administrators the ability to do the following :

- Enable, Disable, Delete or Duplicate selected Contact Groups
- Filter List by Name



Like other configuration element pages, an action menu is displayed on the left.

This Menu provides following operations :

- Add en new Contactgroup
- Show contactgroup detected by automatic modules
- Accept differences on selected elements

Create a now Contact group

To create a new Contact Group, use the button "Add new [Contact Group]" located in the Action Menu.

+ Add New [Contact Group]

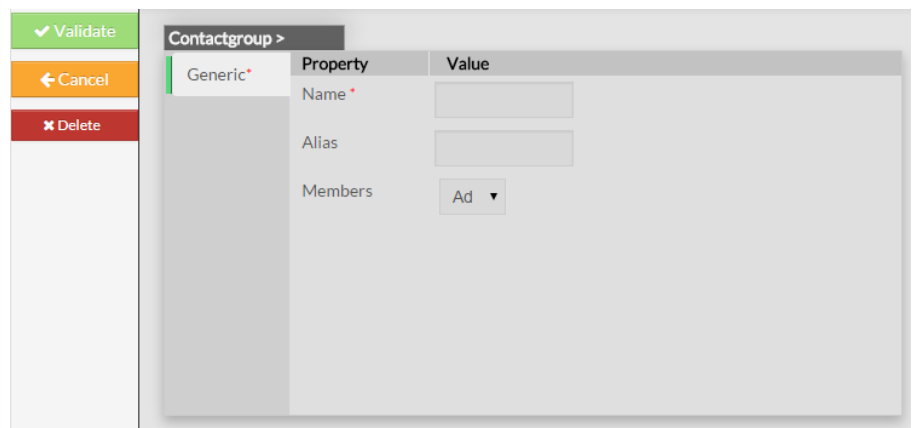
Empty Contact form will be displayed :

This form is composed of one tab, containing the following properties :

- Name
 - used to define the name of the contact group
 - this field is **required**
- Alias
 - used to define a longer name, or a description to identify the contact group
- Members
 - used to include contacts as members of the contact group
 - fields is a list of members that can be added using the dropdown list of existing contacts

Like on other forms, the left menu give to Administrators the ability to :

- Validate the new hostgroup
- Cancel the action
- Delete the hostgroup



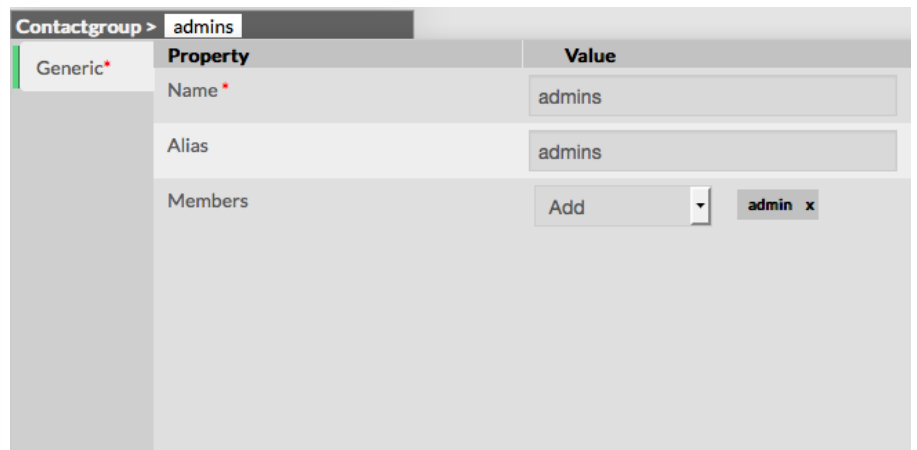
Once validated, the new contact group will be saved in the New configuration database, and will appear in the list.

Modify a Contact Group

To modify properties of a Contact Group, first go on the Contact groups page, from the Main menu, and then click on the contact group name you want to modify.

The form displayed is the same form used to create a new Contact group.

All fields are filled using the contact group properties.



Once validated, the modified contact group will be saved in the **Staging** configuration database.

Add or remove Members

Members can be added or deleted either by editing the groups, either by editing the contacts.

Add a member to group

To add one or more members, first edit the group of your choice.

Then in the Contact Group Form, select contacts you want

to add using the drop down list of existing contacts

The screenshot shows the 'Contactgroup > oracle' form. The 'Members' field has a dropdown menu open with options: 'Add', 'admin', and 'dba'. The 'Add' option is highlighted in blue. There is also an 'admin x' button next to the dropdown.

Add a contact to a Contact Group

To include a contact in a contact group, first go to the Contacts Page,

then click on the Contact of your choice.

The Form for the contact displayed gives the ability to add the Contact in one or more Contact Groups.

The screenshot shows the 'Contact > dba' form. At the bottom, there is a 'Contact groups' field with a dropdown menu open showing 'oracle x'. The field is highlighted with a red dashed border.

Delete a Contact group

To delete a contact group, you can use the form of the contact, or delete it directly from the list page.

From the Form page

First go to the Contact Groups page, from the Main menu,

then click on the contact group name you want to delete.

Once in the page displaying the form, click on the Delete button available on the left menu.

A confirmation popup will be displayed.

The screenshot shows the 'Contact groups >' list page. The 'Action' dropdown menu is open for the 'oracle-indirect' group, showing options: 'Enable [1]', 'Disable [1]', 'Delete [1]', and 'Duplicate [1]'. The 'Delete [1]' option is highlighted in blue.

From the Main page

First go to the Contact Groups page, from the Main menu,

then click on the check box placed on the first column of the table.

Use the **Action** menu on the top to select **Delete**, and click to the **Launch Button**.

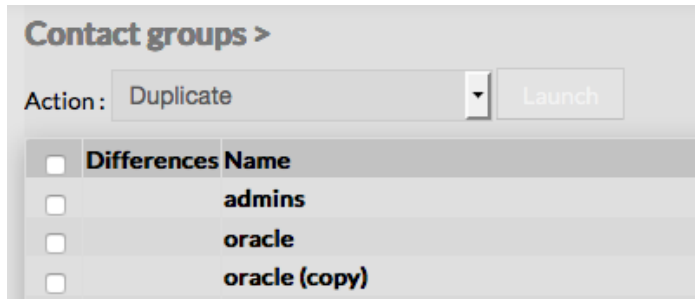
A confirmation popup will be displayed.

The screenshot shows a confirmation popup with three buttons: 'Validate' (green), 'Cancel' (orange), and 'Delete' (red). To the right, the 'Contactgroup > oracle' form is visible, showing the 'Members' dropdown menu.

Duplicate a Contact Group

Duplication operation is very useful when similar Contact Groups must be added.

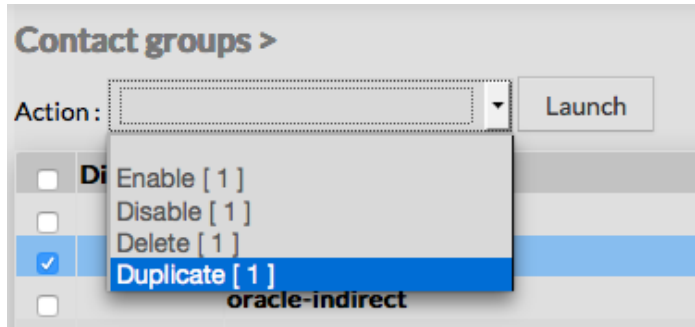
To duplicate a Contact Group, first go on the Main page listing all contact groups. Then select a contact group by clicking on the check box placed on the first column.



Once selected, the contact group can be duplicated

by selecting **Duplicate** in the select **Action** of the tool bar.

Duplication is executed by clicking the **Launch** button.



Using the Main page gives Administrators the ability to **Duplicate** many contact groups at once.

All properties are kept when duplicating operation, as well as Members.

i Duplicated Contact Groups are totally detached and independent of the cloned Contact Group.
No relation is made in the configuration.