Manage merchant groups

A **merchant group** is a named set of merchants that can be handed to a user as a single unit. Assigning a group to a user gives that user access to the dashboard and transactions of every merchant in the group, without granting access to every merchant on the instance.

> **User Access**
>
> Creating, editing and deleting groups, and adding or removing their merchants, requires both the **Business admin** and the **Merchant Group Admin** roles. Adding users to a group requires the **User admin** role. Viewing a group requires the **Merchant Group Admin** or **Merchant Group** role for that group, or the **User admin** role.

Merchant groups page

The **Merchant Groups** page is found under **Merchants** on the administration interface. It lists each group with its name and the number of merchants and users in it. Select a group to view its details.

Create a group

1. Select **New Group**.
2. Enter a **Group Name** (up to 200 characters, must be unique) and select **Create**.

A group can hold any number of merchants, and a merchant can belong to more than one group.

Add merchants to a group

On the group's **Merchants** tab, search for or select the merchant and select **Add**. To remove a merchant, select **Remove** next to it. Removing a merchant from a group does not change the merchant itself.

Copyright ©2019 GPayments Pty Ltd. All rights reserved.

Add users to a group

On the group's **Users** tab, a **User admin** selects a user and selects **Add**. A user can also be assigned groups with the **Merchant groups** field when creating or editing the user. A user can be assigned to one or more groups.

What a user with a group sees

- A user with the **Merchant Group Admin** role can view and edit the details of the merchants in their groups, view the users in those groups, and view the dashboard statistics and transactions of those merchants.
- A user with the **Merchant Group** role has read only access: they can view the details, dashboard statistics and transactions of the merchants in their groups.

Neither role can see merchants outside their groups. See Roles and permissions for the full permission list.

Rename or delete a group

On the group's details, change the **Group Name** and select **Save** to rename it. Select **Delete Group** to delete it. Deleting a group does not delete its merchants or users; they only lose the access the group gave them.

Copyright ©2019 GPayments Pty Ltd. All rights reserved.