

# Create User Groups

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As an administrator, you can create JX user groups that offer access to shared information in Juvare Exchange. In EMResource, JX user groups are defined by roles.

People in user groups can access Juvare Exchange to view common data layers, such as roads and weather. They also see shared information based on the participants, JX user groups, and other JX networks to which they belong.

## To create JX user groups

1. On the main menu, point to **Setup** and in the list, click **JX User Groups**. The *Juvare Exchange User Groups* page opens.
2. Click **Add New**. The new group page opens.
3. In the **Domain** list, click the domain for which you want to create the group.
4. For **Name**, enter a name that identifies the group.

**Note:** Group names should be highly descriptive so that other people can locate and select the groups with which they want to share information. The recommended format is "role at facility or domain" (for example, *Admins at [YourFacility]* or *All Roles at [YourDomain]*).

5. For **Roles**, select the check box for each role that you want to have access to Juvare Exchange.
6. Click **Save**.