

## Group Administration

### Please note:

- If you have recently purchased your group subscription, there are **no** active members in your group. You must manage your group to activate the group administrator and/or add additional members to your group.
- If you chose “Generate Invoice” during the checkout process, you will be able to manage your group prior to the receipt of payment, but you **will not** be able to access your subscription content until payment is received by NCCN. You will receive e-mail notification when your payment is received and your subscription is activated.

To manage your group settings, you must be logged into NCCN.org. You can do that here:

<http://www.nccn.org/login>

Once logged in, go to the following page to manage your groups:

<https://www.nccn.org/home/store/groups>

On this page, click on the pencil/notebook Action icon for your group.

Name	Members	Action
[REDACTED]	103 active user(s) max. ∞	
[REDACTED]	52 active user(s) max. ∞	
[REDACTED]	5 active user(s) max. ∞	

On the resulting page, you have your Group Information. You can add or update your Group Name, Company, Mailing Address, and Web URL. The only required field on this form is **Group Name**, to help distinguish your group from any other in our system.

Group Information **Members**

Group Name  Company  Country

Address Line 1  Address Line 2  State/Province

Street Address, P.O. Box, Company Name, C/O (Apartment, Suite, Unit, Building, Floor, etc)

City  Zip  Web URL

[Update Group Information](#)

To access your list of group members, click on the **Members** tab (circled in the image above).

Group Information **Members**

Copy User(s) from Previous Subscription

This tool allows you (the administrator) to copy user(s) from any other existing groups that you manage to this group.  
*Note: Users that already exist in this group will not show up in the migration tool*

[Migration Tool](#)

[+ Add User](#)

Show 10 entries Search:

First Name	Last Name	Email	Admin	Access	Action
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">✎</a> <a href="#">✖</a>

Each user in your group is listed, showing their First Name, Last Name, Email, and their status as a Group Admin and Access to the subscribed content. Each of these columns is sortable by clicking on the column header.

## Editing User Access

To edit an individual user's settings within the group, click on the light green pencil/notebook **Action** icon for that individual.

EmailAddress

FirstName

LastName

Is Admin

Access

Save

The user's information appears on the right side of the screen. You can give the user **Admin** access (allowing them the permissions to do everything described in this document, as well as manage subscription renewals) or **Access** to the subscribed content by checking or unchecking the appropriate boxes. Once you have updated the settings accordingly, click on the **Save** button.

**Please note:** You are able to have users in your group that do not have **Access** to your subscription content. These users do not count against the limit of active users in your group. Only those with **Access** to your subscription content count against your group's total number of active users.

## Add a New User to the Group

To add a new user, click on the **Add User** button:

### Add User by Email

---

Email

---

**Cancel** **+ Add User**

Enter the user's e-mail address into the textbox and click on **Add User**. If the user already exists in the NCCN system, their **First Name** and **Last Name** will auto-populate in the user information section. You can provide Access or Admin access by using the appropriate checkboxes and clicking on **Save**.

If the user does not already exist in the NCCN system, you will need to enter the user's **First Name** and **Last Name** before providing the appropriate permissions and clicking on **Save**.

**Please note:** Any user not already in the NCCN system will not have access to your group's subscription content until they have registered with the email address provided. Each user can register here:

<https://www.nccn.org/Register>

## Remove a User from the Group

To remove a user from the group, click on the red X **Action** icon in the Members listing.

**Please note:** Removing a user from your group does not remove their profile from the NCCN.org system; it simply removes them from your group and access to your group subscription.

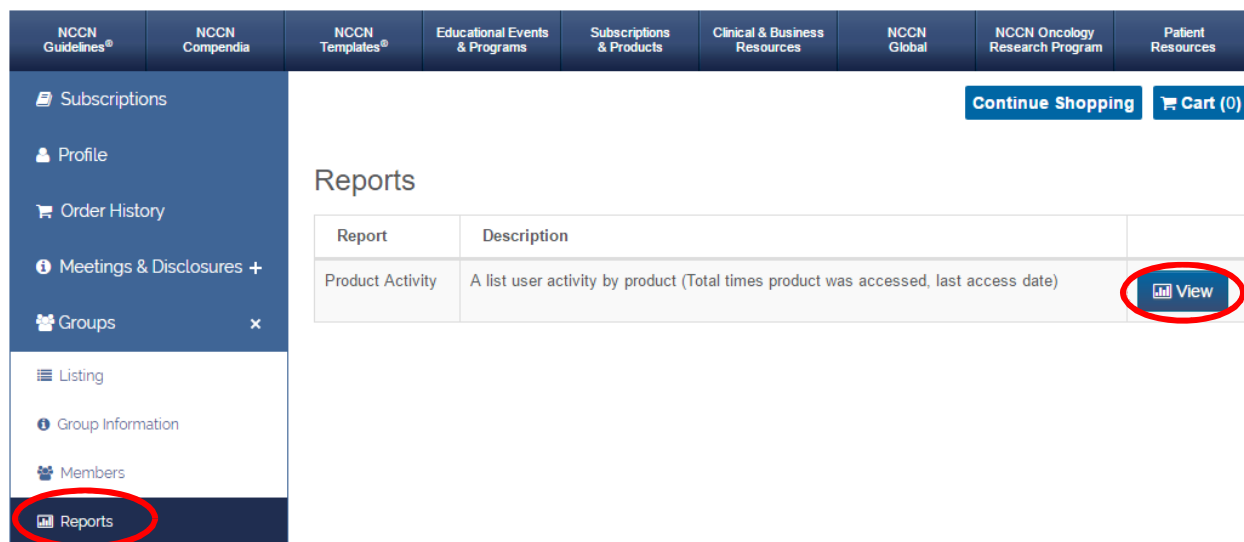
If you need to remove a user temporarily, you can edit their access settings instead of removing them completely from the group. Please refer to the **Editing User Access** section above.

## Editing a User's Account

If a member of your group has a new e-mail address, the easiest way to deal with this is to have them log into their account and update their profile. **Please do not** create a new account with the new e-mail address. This creates duplicate accounts and additional management for you as the group administrator.

## Reports

To access user reports for your group, click on the **Reports** link in the left menu:



The screenshot shows the NCCN website interface. At the top, there is a navigation bar with links for NCCN Guidelines®, NCCN Compendia, NCCN Templates®, Educational Events & Programs, Subscriptions & Products, Clinical & Business Resources, NCCN Global, NCCN Oncology Research Program, and Patient Resources. Below this is a dark blue sidebar menu with options: Subscriptions, Profile, Order History, Meetings & Disclosures +, Groups ×, Listing, Group Information, Members, and Reports. The Reports option is circled in red. To the right of the sidebar, there are buttons for 'Continue Shopping' and 'Cart (0)'. The main content area is titled 'Reports' and contains a table with the following data:

Report	Description	
Product Activity	A list user activity by product (Total times product was accessed, last access date)	<a href="#">View</a>

To view the data, click on the **View** button for the report you wish to view.

## Product Activity Report

When you view this report, the default results will show you all activity for your group members within the last calendar year for each product for which you have a subscription. The report will show you the user, the date the user last used the product, and the number of times they viewed it – both as a total and broken down by month:

### Product Activity

Filter the Tables Below by Date Range

05/17/2015 - 05/17/2016

Run by Date Range

#### NCCN Drugs & Biologics Compendium (NCCN Compendium®) from 05/17/2015 to 05/17/2016

10 records per page

Search:

Last Name ▲	First Name ⇅	Email ⇅	Last Accessed ⇅	Totals by Month ⇅	Total ⇅
			2016-04-26	06/2015 - 13 07/2015 - 1 08/2015 - 13 09/2015 - 2 10/2015 - 10 01/2016 - 2 04/2016 - 4	45

Showing 1 to 1 of 1 entries

Previous 1 Next

#### NCCN Biomarkers Compendium® from 05/17/2015 to 05/17/2016

10 records per page

Search:

Last Name ▲	First Name ⇅	Email ⇅	Last Accessed ⇅	Totals by Month ⇅	Total ⇅
			2015-08-06	06/2015 - 3 07/2015 - 1 08/2015 - 1	5

Showing 1 to 1 of 1 entries

Previous 1 Next

To change the date range for the report, click in the date field at the top of the report:

Product Activity

Filter the Tables Below by Date Range

05/17/2015 - 05/17/2016

Run by Date Range

NCCN Drugs & Biologics Compendium (NC

10 records per page

Last Name ▲	First Name ⇅	
Blake	Michael	bla

05/17/2015 05/17/2016 Apply Cancel

< May 2015 Jun 2015 >

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2	31	1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	1	2	3	4
31	1	2	3	4	5	6	5	6	7	8	9	10	11

04/2016 - 4

Showing 1 to 1 of 1 entries

Previous 1 Next

Choose the Start Date and End Date of your report. Click on **Apply**. Then click on **Run by Date Range** to generate the updated data.

New instructions for Group Administrators with Flash Updates and how to manage Flash update members

### Scenario 1:

If you ordered Enterprise License for Templates, then you will manage the flash update members within Enterprise License for Templates group because Flash Updates are free with this product:

The screenshot shows a user management interface. At the top right is a blue '+ Add User' button. Below it is a search bar and a 'Show 10 entries' dropdown. A table lists one user: Sonja McClary (mcclary@nccn.org) with last login 10/2/2024, admin status checked, and access unchecked. The 'Action' column has edit and delete icons. Below the table is a pagination bar with 'Previous', '1', and 'Next'. To the right of the table are input fields for 'Email Address' (mcclary@nccn.org), 'First Name' (Sonja), and 'Last Name' (McClary). Below these are checkboxes for 'Is Admin' (checked), 'Access' (unchecked), and 'Flash Updates' (checked). A 'Save' button is at the bottom right.

### Scenario 2:

If you order other products like compendia products (Drugs and Biologics, and Biomarkers), and Flash updates, then you need to pick which group will manage the flash update members.

The screenshot shows a user profile page. At the top left is a '< RETURN TO STORE' link. At the top right is a 'Cart' icon. Below the navigation is a light blue banner with the text: 'For full instructions on how to manage your group, read the Group Administration walkthrough.' Below the banner is a table with columns: Name, Members, Status, and Action. The table lists three groups:

Name	Members	Status	Action
NCCN - Enterprise License for NCCN Templates	0 Active user(s) out of 50 Max.	Active	
NCCN - NCCN Drugs & Biologics Compendium	0 Active user(s) out of 2 Max.	Active	
NCCN - NCCN Biomarkers Compendium	0 Active user(s) out of 2 Max.	Active	

On the left side of the page, there is a sidebar menu with the following items: Subscriptions, Profile, Order History, and Groups (which is highlighted).



In this example Click on the Action Icon for Drugs & Biologics. The following screen will appear:

[← RETURN TO GROUPS LIST](#)

---

Group Information Members Reports

---

Group Name	Company	Country
<input type="text" value="NCCN - NCCN Drugs &amp; Biologics Compendi"/>	<input type="text" value="NCCN"/>	<input type="text" value=""/>
Address Line 1	Address Line 2	State/Province
<input type="text"/>	<input type="text"/>	<input type="text" value=""/>
<small>Street Address, P.O. Box, Company Name, C/O</small>	<small>(Apartment, Suite, Unit, Building, Floor, etc)</small>	
City	Zip	Web URL
<input type="text"/>	<input type="text"/>	<input type="text"/>

Flash Updates Group

Click the Flash Updates Group box in the lower left corner.

Click Update Group Information.

Return to the Groups List.

Flash Updates are now managed via the Drugs & Biologics Compendium Group.

### Scenario 3:

If you only order flash updates for more than 1 user, you will manage the flash updates in the flash update group.

[RETURN TO STORE](#)

[Cart](#)




Subscriptions

Profile

Order History

Groups

For full instructions on how to manage your group, read the [Group Administration walkthrough](#).

Name	Members	Status	Action
NCCN - Enterprise License for NCCN Templates	0 Active user(s) out of 50 Max.	Active	
NCCN - NCCN Drugs & Biologics Compendium	0 Active user(s) out of 2 Max.	Active	
NCCN - NCCN Biomarkers Compendium	0 Active user(s) out of 2 Max.	Active	
NCCN - NCCN Flash Updates	0 Active user(s) out of 2 Max.	Active	