




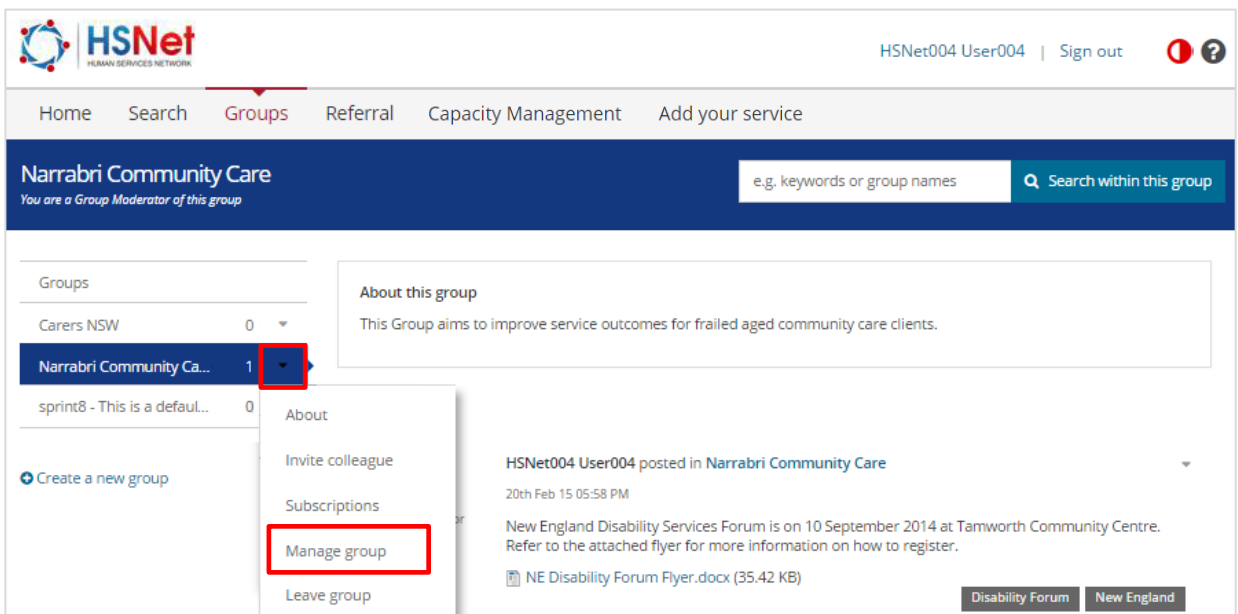
## Manage existing group members - quick reference guide

Group moderators can manage existing members of the group in the **Manage group** area. Moderators can change member access type, remove or block a user from the group.

To manage the group members, log on to the HSNet website [www.hsnet.nsw.gov.au](http://www.hsnet.nsw.gov.au) and access the **Groups** area.

*Follow these steps to change members access, remove or block a user from the group:*

1. Click on dropdown menu icon  next to the group name and select **Manage group**.



The screenshot shows the HSNet website interface. At the top, there's a navigation bar with 'Home', 'Search', 'Groups', 'Referral', 'Capacity Management', and 'Add your service'. Below this, the 'Narrabri Community Care' group page is displayed. A search bar is present with the text 'e.g. keywords or group names' and a 'Search within this group' button. On the left, there's a 'Groups' list with 'Narrabri Community Ca...' selected, and a dropdown menu is open showing options like 'About', 'Invite colleague', 'Subscriptions', 'Manage group' (highlighted in red), and 'Leave group'. The main content area shows a post from 'HSNet004 User004' dated '20th Feb 15 05:58 PM' with the text 'New England Disability Services Forum is on 10 September 2014 at Tamworth Community Centre. Refer to the attached flyer for more information on how to register.' and an attached file 'NE Disability Forum Flyer.docx (35.42 KB)'.

2. A list of group members is displayed. There are multiple actions you can perform from the **Group Members** tab.

### Members of this Group

Members of this Group						
Members		Moderators	Pending Members	Invited Members (1)	Blocked Members	Activity
Name And Surname	E-Mail Address	Organisation	Organisation Position	Actions		
HSNet008 User008	<a href="mailto:hsnetuser008@facs.nsw.gov.au">hsnetuser008@facs.nsw.gov.au</a>			Add to group moderators   Remove from this group   Block from this group		
HSNet004 User004	<a href="mailto:hsnetuser004@facs.nsw.gov.au">hsnetuser004@facs.nsw.gov.au</a>	FACS	Test Manager			

3. Find the member name and in the corresponding **Actions** column, select one of the actions available.

Action	Description
<b>Add to group moderator</b>	Promotes the user to a group moderator. The user will be able to: <ul style="list-style-type: none"> <li>• manage existing group members</li> <li>• accept and reject new group member requests</li> <li>• feature a post</li> </ul>
<b>Remove from this group</b>	Removes the user's access to the group. The user will no longer be able to view content from the group.
<b>Block from this group</b>	Removes the user from the group and prevents them from requesting access in the future.

4. To view filtered members list for group moderators, pending members or blocked members, click on the appropriate tab.

Members of this Group					
Members	Moderators	Pending Members	Invited Members (1)	Blocked Members	Activity
Name And Surname	E-Mail Address	Organisation	Organisation Position	Actions	
HSNet User001	<a href="mailto:hsnetuser001@facs.nsw.gov.au">hsnetuser001@facs.nsw.gov.au</a>			<a href="#">Remove from this group</a> <a href="#">Block from this group</a>	
HSNet004 User004	<a href="mailto:hsnetuser004@facs.nsw.gov.au">hsnetuser004@facs.nsw.gov.au</a>	FACS	Test Manager		