## **Procedure for Creating Groups using PEXit**

Every PEXit user (who could be an individual/organization), after logging into own account, can create new Groups. For each of those new Groups, that PEXit user becomes the Group Administrator. Given below is the step-by-step procedure to create a Group.

Forums/Teams/Batches/Classes etc. can be formed using the Group creation procedure by naming those groups accordingly.



Step 1: Create a new Group through "My Circle > Group > New Group"

**Step 2:** The Group Administrator enters the Name and Description of the new Group, assigns members to that Group who are already available under "My Connections" list of the Group Administrator, and selects the Group "Type" as "Public/Closed/Private".

## **Please Note:**

- In case a proposed Group member is not included under "My Connections" of the Group Administrator, but that member is already a PEXit user, then that PEXit user should carry out Step 6 and Step 7 below to get included under the Group Administrator's "My Connections".
- On the other hand, if a proposed Group member is not yet a PEXit user, then Step 4 through Step 7 below should be carried out so as to include that proposed Group member under "My Connections" of the Group Administrator.
- Selecting the Group "Type" as "Public" will make the Group, its members and posts visible to any PEXit user.
- Selecting the Group "Type" as "Closed" will allow any PEXit user to locate the Group and see its members but not its posts. In other words, posts are visible only to the members of the "Closed" Group.

• Selecting the Group "Type" as "Private" will make the Group, its members and posts visible ONLY to the members of that Group. In other words, "Private" groups cannot be searched by any PEXit user. In addition, only the Administrator of a "Private" group can send invite and assign members to that group.

Create Group			
R&D @ SST USA			
Research & Developm	ent for SST USA		
р			
SST Systems Inc ×	Karthick @ SST USA ×		
	Public		
* Any PEXit user car	Public n find the group; see their posts	its members and	

**Step 3**: The Administrator can update the Group details (i.e., Name, Description, members and Type) through "My Circle > Group > Edit" as shown below.

PEXit PX			Search	۹				$\bigcirc$	Ĵ	6
	A Home	My Circle	Software	Product	Job	Service				
←	Search : Se	arch for Groups					New Group (	+)		
User(s) you may know		•	٦٢	•	0		• •	1		
Group	Tes	st Group		R&D @ SST US	A	R&D @	D SST India			
Blocked User(s)	This is developer Vi	test group by . P Read more ew Post	Re	search & Development USA View Post	for SST	Group fo Develop	r Research and m Read more ew Post			
ි Pending List(s)		B		G			G		Q	
								1		
Copyright @ 2022, PEXit		About	Sup	port Term	is Pr	ricing P	artners	Select Lar	nguage	~

**Step 4:** The Group Administrator can now invite non-PEXit users to join the Group by sending invitations through "Invite Contacts" option available within PEXit.

PEXit px	✓ Search Q	💬 🌲 🍕
	Home My Circle Software Product Job Serv	ک از دو
Karthick @ SST	•	+ Create New Group
USA Chief Engineer	What's on your mind	+ Add Product
Panding Invites (8)	🖬 files 🔯 photo 🕩 video 🚜 links 👗 youtube	+ Publish Advertisement
		+ Post Sponsored Content
<ul> <li>▲ Invite Contacts</li> </ul>	Karthick @ SST USA Posted 2022-06-29 04:20 AM	+ Post Job
	CAEPIPE Model and Results file attached	+ Add Software
	CAEPIPE model and results files will be uploaded "as is" without checking with MIN now.	Add Service
Wie Girolo		+ Free Offers & Pricing Schedule
Software	^ · · ·	
Copyright @ 2022, PEXit	About Support Terms Pricing	Partners Select Language ~

**Step 5:** Each PEXit new user needs to "Create" an Account with PEXit by entering the required data or Register (Social Sign-up) using Facebook, Gmail or LinkedIn as shown below. An existing user of PEXit should skip this step and proceed to Step 6.

PEXit PX	Social Sign up	Create New Account	Q Login Join Now
	Sign in with Google	Display name	
	Sign In with Facebook	User name	
	Sign in with Linkedin	Password	
		Email	
		Select Country	
		+ 91 Phone	
-		By clicking Join Now or Log In, you agree to PEXit's Terms.	
		Join Now	
Copyright @ 2022, PEXit	About	Support Terms Pricing Partner	rs Select Language 🗸

PEXit PX			8	Q Login Join Now
	PEXit PX			
	Login			
	Password	۲		
	Forgot Password ?			
	Login			
	Sign in with Google			
	Sign In with Facebook			
	Sign in with Linkedin			
Copyright @ 2022, PEXit	About Support Terr	ns F	Pricing Partners	Select Language 🗸

**Step 6:** The registered user can "Log In" into PEXit using the Username and Password.

**Step 7:** The user sends "Join" request to the Group Administrator by searching or locating the Group Administrator's "Display Name" through "My Circle > Group".



**Step 8**: Once the Group Administrator assigns the members to the Group, then each Group member will receive a notification to "Join" that Group. Upon acceptance by a Group member, the Group Name will be displayed under "Groups" for that member. The tag under that Group Name will also change from "Join" to "Leave".



**Step 9**: Now each Group member can start posting or sharing the contents to the Group by selecting the Group Name through "Share with" option available under "Posting" or "Share".





## Step 10: Once the "Post" is done, each Group member will see the posting as shown below.