How to add Role to existing members in CG

Login to Genesis, click on icon



https://genesis.bbtc.com.sg/bbtc2/login

Expand the Genesis Tree until you find your CG

🏫 ВВТС							?		: ≡
Genesis	Search for	Refresh Tree - Refresh the group tree on the left panel.							
File Manager	Group Z Role C Contacts	CG Test Account							
Reports	BETC Body Life	Roles Profile Related Groups Transfer G	roup						
Change Password	 Gell Groups CP Jason Teo 	View Group Role Summary	You are currently viewing F	Role: Everyone				Ro	<u>ole Help</u>
	OP Test Account	Everyone Get Count	Assign	Role	 Assign to 	Role			
		ACGL	Name	Role(s)	Phone Mo	bile Email			
	G- CS Test Account	CGL	Charlie Wong	Member	123	45678 testaccount@gmail.com	Select	Remove	
	CG Test Account	Member	TestAccountACGL	ACGL; Member	123	45678 yaoguang@bbtc.com.sg	Select	Remove	
			TestAccountCGL	CGL; Member	123	45678 yaoguang@bbtc.com.sg	Select	Remove	
		SPT	TestAccountMember	Member		yaoguang@bbtc.com.sg	Select	Remove	
		Visitors							

Select the member that you want to add role

CG Test Account

View Group Role Summary You are currently viewing Role: Everyone Everyone Get Count ACGL CGL CGL Name Role Assign to Role Inactive Member 12345678 testaccount@gmail.com Select Remove Qverseas SPT Select CGL CGL, Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Visitors Member CGL, Member 12345678 yaoguang@bbtc.com.sg Select Remove Member CGL, Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Visitors Member Member 12345678 yaoguang@bbtc.com.sg Select Remove	View Group Role Summary Everyone Get Count ACGL CGL Inactive Assign Cole: Name Role: View Bor 12345678 testaccount@gmail.com Select Remove Member Coresaes Col:: Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Visitors Visitors Member Cole:: Member 12345678 yaoguang@bbtc.com.sg Select Remove Name restAccount/Cole Cole:: Member 12345678 yaoguang@bbtc.com.sg Select Remove Visitors Name will appear in "Assign" field Member Member Member Member Member Member Name will appear in "Assign" field Name will appear in "Assign" field	Roles	Profile	Related Groups	Transfer Group							
View Group Role Summary You are currently viewing Role: Everyone Everyone Get Count ACGL CGL CGL Name Role(s) Phone Mobile Email Inactive Member 12345678 testaccount@gmail.com Select Remove Member Overseas TestAccountCGL CGL, Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Visitors Member Member Member yaoguang@bbtc.com.sg Select Remove Visitors Visitors Name Member Member 12345678 yaoguang@bbtc.com.sg Select Remove	View Group Role Summary You are currently viewing Role: Everyone Assign											
View Group Role Summary You are currently viewing Role: Everyone Everyone Get Count ACGL CGL CGL Inactive Member Charlie Wong Member Overseas SPT SPT You are currently viewing Role: Everyone Visitors Visitors	View Group Role Summary You are currently viewing Role: Everyone F Everyone Get Count Assign Role Assign to Role ACGL CGL Name Role(s) Phone Mobile Email Inactive Charlie Wong Member 12345678 testaccount@gmail.com Select Remove Member 12345678 yaoguang@bbtc.com.sg Select Remove Overseas SPT Visitors Select Remove Visitors Visitors Name will appear in "Assign" field											
Everyone Get Count ACGL AcGL CGL Name Role(s) Phone Mobile Email Inactive Charlie Wong Member 12345678 testaccount@gmail.com Select Remove Member Overseas TestAccountACGL ACGL; Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Visitors Member Member Inactive Member Inactive Inactive Remove System Select Remove Member Inactive Inactive Remove Remove Member Overseas Member GL; Member Inactive Inactive Inactive Remove SPT Visitors Member Member Inactive Inactive Inactive Remove Visitors Visitors Member Member Inactive Inactive Inactive	Everyone Get Count ACGL Assign Role < Assign to Role	View Gro	oup Role Su	mmary		You are currently viewing	ng Role: Everyone					E
ACGL CGLNameRole(s)PhoneMobileEmailImage: control indicationSelectRemoveInactiveInactiveMember12345678testaccount@gmail.comSelectRemoveMemberOverseasCGL; MemberCGL; Member12345678yaoguang@bbtc.com.sgSelectRemoveSPTVisitorsMemberMemberIconIconyaoguang@bbtc.com.sgSelectRemoveVisitorsVisitorsMemberMemberIconIconyaoguang@bbtc.com.sgSelectRemove	ACGL CGL Inactive MemberNameRole(s)PhoneMobileEmailCharlie WongMember12345678testaccount@gmail.comSelectRemoveTestAccountACGLACGL; Member12345678yaoguang@btc.com.sgSelectRemoveSPTVisitorsTestAccountMemberMember12345678yaoguang@btc.com.sgSelectRemoveVisitorsSPTMemberMemberImage: SelectRemoveSelectRemoveVisitorsMemberMemberImage: SelectRemoveSelectRemoveSelectSelectSelectSelectRemoveSelectRemoveSelectSelectSelectSelectRemoveSelectRemoveSelectSelectSelectSelectRemoveSelectRemoveSelectSelectSelectSelectSelectRemoveSelectSelectSelectSelectSelectRemoveSelectSelectSelectSelectSelectSelectSelectSelectSelectSelectSelectSelectVisitorsSelect	Everyone		Get Count		Assign	Role	~	Assign to Role			
CGL Charlie Wong Member 12345678 testaccount@gmail.com Select Remove Member Member 12345678 yaoguang@bbtc.com.sg Select Remove Overseas Overseas Charlie Wong CGL; Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT TestAccountMember Member Member Select Remove Visitors Visitors Member Member Select Remove	CGL Inactive Member Charlie Wong Member 12345678 testaccount@gmail.com Select Remove Member Overseas CGL; Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Visitors Member Member Member Select Remove Visitors Select Nemove Select Remove Member Member Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Member Member Member Member Member Select Remove Visitors Member Member Member Member Select Name will appear in "Assign" field	ACGL				Name	Role(s)	Phon	e Mobile	Email		_
Inactive TestAccountACGL ACGL; Member 12345678 yaoguang@bbtc.com.sg Select Remove Overseas SPT CGL; Member CGL; Member 12345678 yaoguang@bbtc.com.sg Select Remove Visitors Visitors Member M	Inactive Member 12345678 yaoguang@bbtc.com.sg Select Remove Overseas SPT CGL; Member 12345678 yaoguang@bbtc.com.sg Select Remove Visitors Member Member Member Member Member Select Remove SPT Visitors Member Member Member Member Member Select Remove Visitors Select Remove Select Select Remove Visitors Member Member Member Member Member Name will appear in	CGL				Charlie Wong	Member		12345678	testaccount@gmail.com	Select	Remove
Member TestAccountCGL CGL; Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Visitors Visitors Member Member </th <td>Member TestAccountCGL CGL; Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Visitors Visitors Member Member Member Name will appear in "Assign" field</td> <td>Inactive</td> <td></td> <td></td> <td></td> <td>TestAccountACGL</td> <td>ACGL; Membe</td> <td>er</td> <td>12345678</td> <td>yaoguang@bbtc.com.sg</td> <td>Select</td> <td>Remove</td>	Member TestAccountCGL CGL; Member 12345678 yaoguang@bbtc.com.sg Select Remove SPT Visitors Visitors Member Member Member Name will appear in "Assign" field	Inactive				TestAccountACGL	ACGL; Membe	er	12345678	yaoguang@bbtc.com.sg	Select	Remove
Overseas TestAccountMember Member yaoguang@bbtc.com.sg Select Remove Visitors Visitors Namea will approar in	Overseas TestAccountMember Member yaoguang@bbtc.com.sg Select Remove Visitors Visitors Name will appear in "Assign" field "Assign" field "Assign" field Image: Select	Member				TestAccountCGL	CGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
<u>Visitors</u>	Visitors Name will appear in "Assign" field	Overseas				TestAccountMember	Member			yaoguang@bbtc.com.sg	Select	Remove
<u>Visitors</u>	Name will appear in "Assign" field	<u>SPT</u>										
"Assign" field										Name will app "Assign" field	ear in	
You are currently viewing Role: Everyone						Assign Charlie Wong: tes	taccount Role	 Assign to 	Role			
You are currently viewing Role: Everyone Assign Charlie Wong: testaccount () Role	Assign Charlie Wong: testaccount Role Assign to Role					Name	Role(s)	Phone Mot	oile Email			
You are currently viewing Role: Everyone Role Help Assign Charlie Wong: testaccount@ Role Assign to Role Name Role(s) Phone Mobile Email	Assign Charlie Wong: testaccount (Role Assign to Role Name Role(s) Phone Mobile Email					Charlie Wong	Member	1234	15678 testacco	int@gmail.com Selec	t Remove	
You are currently viewing Role: Everyone Role - Assign Charlie Wong: testaccount@ Role Name Role(s) Phone Mobile Email Image: Select Remove Charlie Wong Member I 2345678 testaccount@gmail.com Select Remove	Assign Charlie Wong: testaccount@ Role Assign to Role Name Role(s) Phone Mobile Email Email Charlie Wong Member I 2345678 testaccount@gmail.com Select Remove					TestAccountACGL	ACGL; Member	1234	15678 yaoguan	g@bbtc.com.sg Selec	<u>Remove</u>	
Name Role(s) Role Role Name Role(s) Phone Mobile Email Ication Ication Charlie Wong Member AcSL; Member Ication Select Remove TestAccountACGL AcSL; Member Ication Select Remove	Assign Charlie Wong: testaccount@ Role Assign to Role Name Role(s) Phone Mobile Email Imail					TestAccountCGL	CGL; Member	1234	15678 yaoguan	a@bbtc.com.sq Selec	t Remove	
Name Role(s) Mobile Email colspan="6">Remove Name Role(s) Phone Mobile Email colspan="6">colspan="6">Remove Charlie Wong Member 12345678 testaccount@gmail.com Select Remove TestAccountACGL ACGL; Member Col; Member 12345678 yaoguang@bbtc.com.sg Select Remove	AssignCharlie Wong: testaccount@RoleAssign to RoleNameRole(s)PhoneMobileEmailImage: Charlie WongCharlie WongMember12345678testaccount@gmail.comSelectRemoveTestAccountACGLACGL; Member12345678yaoguang@bbtc.com.sgSelectRemoveTestAccountCGLCGL; MemberImage: Charlie Wong wongRemoveRemoveTestAccountCGLCGL; MemberImage: Charlie Wong wong@bbtc.com.sgSelectRemove											

Click on dropdown to select the role that you want to assign to member (eg. SPT) and click "Assign to Role" button

Refresh Tree - Refresh the group tree on the left panel.

CG Test Account

Roles	Profile	Related Groups	Transfer Group								
View Gr	oup Role Su	mmary		You are currently viewing F	Role: Everyone						<u>R</u>
Everyone		Get Count		Assign Charlie Wong: t	estaccount Role		• A	ssign to Role			
<u>ACGL</u>				Name	Role(s)	Inactive	ne	Mobile	Email		
CGL				Charlie Wong	Member	Overseas	_	12345678	testaccount@gmail.com	Select	Remove
nactive				TestAccountACGL	ACGL; Memb	SPT		12345678	yaoguang@bbtc.com.sg	Select	Remove
<u>Member</u>				TestAccountCGL	CGL; Member	VISICOIS		12345678	yaoguang@bbtc.com.sg	Select	Remove
OVEISEAS				TestAccountMember	Member				yaoguang@bbtc.com.sg	Select	Remove
<u>SP1</u> Visitors											

SPT Role has been added to member

CG Test Account

Roles Profile	Related Groups	Transfer Group							
Assigned to role suc Group role already a	cessfully. assigned.								
View Group Role	Summary		You are currently viewing R	ole: Everyone					B
Everyone	Get Count		Assign	Role SPT	✓ Ass	ign to Role			
ACGL			Name	Role(s)	Phone	Mobile	Email		
CGL			Charlie Wong	Member: SPT		12345678	testaccount@gmail.com	Select	Remove
nactive			TestAccountACGL	ACGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
<u>Vember</u>			TestAccountCGL	CGL; Member		12345678	yaoguang@bbtc.com.sg	Select	Remove
<u>Overseas</u>			TestAccountMember	Member			yaoguang@bbtc.com.sg	Select	Remove
<u>SPT</u>									
Visitors									

Important:



- END -