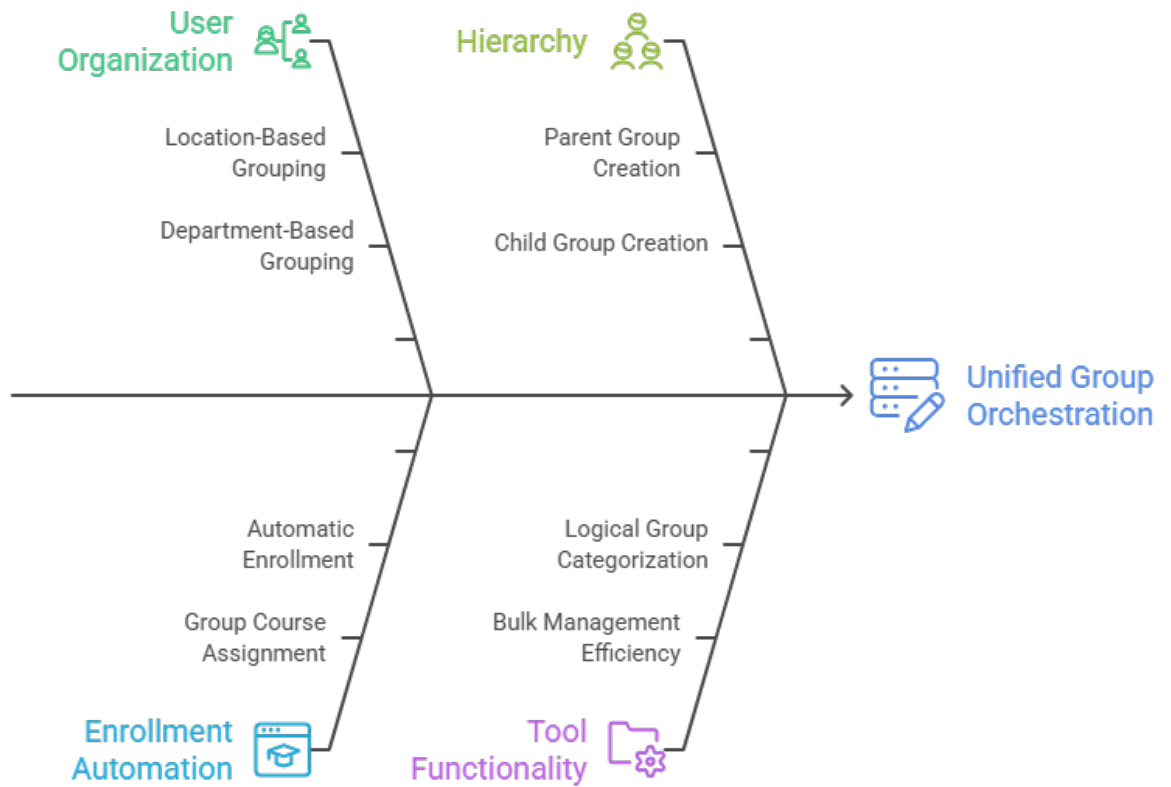


What is Manage Organizational Hierarchies?

Manage Organizational Hierarchy is a powerful organizational tool within Learnexify. Think of a "Organizational Hierarchy" as a folder or a virtual team. Instead of managing hundreds of students one by one, you can group them together based on their location, department, or year of study.

What does it do?

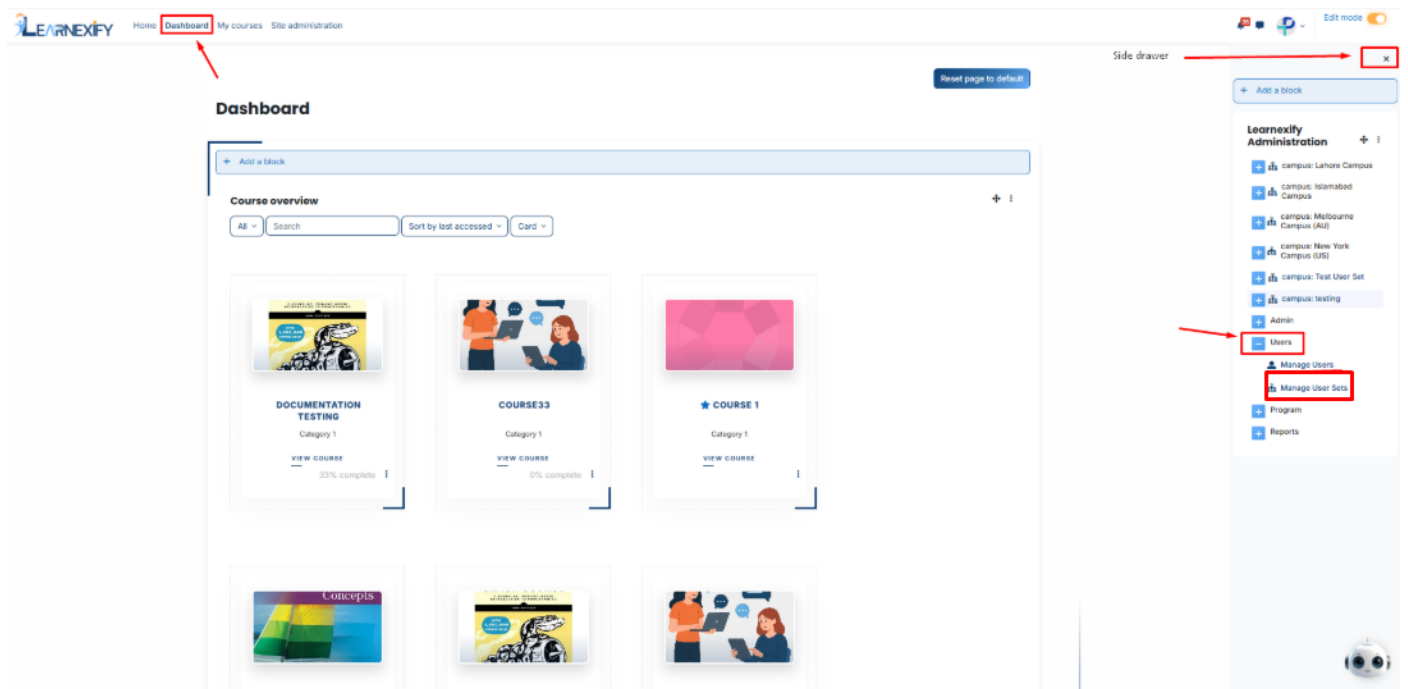
- **Groups Users:** Organizes people into logical categories (e.g., "Lahore Campus" or "Marketing Department").
- **Automates Enrollment:** You can assign a course to an entire Organizational Hierarchy at once, so everyone inside is automatically enrolled.
- **Hierarchy:** You can create "Child" sets inside "Parent" sets (e.g., "Engineering Faculty" is the Parent, and "Electrical Engineering" is the Child).



Accessing Manage Users

To get to the Manage Users page, follow these simple steps:

1. Log in to your Learnexify Dashboard.
2. Open the Side Menu (drawer) on the left.
3. Click on the Users tab to expand the options.
4. Select Manage Organizational Hierarchy.



How to Add a New Organizational Hierarchy

To create a new group, click the Add Organizational Hierarchy button found at the top or bottom of the list.

Program Management > Manage User Sets

Manage User Sets

5 User Set(s) found

Search: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

☐ Include all User Subsets in listing.

Add User Set

NAME ↓	DESCRIPTION
Islamabad Campus	
Lahore Campus	
Melbourne Campus (AU)	Melbourne Campus (AU) offers advanced technology education where students learn software development and cybersecurity skills.
New York Campus (US)	New York Campus (US) provides students with modern education in business and IT, preparing them for the corporate and professional world.
testing	

Add User Set

On the main Manage Organizational Hierarchy page, you will see a checkbox labeled "Include all User Subsets in listing."

Think of your groups like folders. Sometimes you have a big folder (like a Campus) with smaller folders inside it (like Departments).

- When you uncheck the box: You only see the big main folders. You have to click them to see what is inside.
- When you check the box: The system "opens" all folders for you. It shows every single group and sub-group in one long, easy list.

A form will open with the following sections:

1. Basic Information

- **Name:** Give your group a clear title (e.g., Spring 2026 Batch).

- **Description:** Briefly explain who belongs in this set and why it was created.
- **Maximum Users:** Set a limit on how many people can join this group. Leave it empty if there is no limit.
- **Parent Organizational Hierarchy:** If this is a sub-group, select its "Parent" folder here. If it's a main group, select "Top Level."

2. Configuring User Association and Groups

- **User Association:** This defines how people enter this set.
 - **Manual:** You add them yourself.
 - **Auto-associate:** The system adds them automatically based on a specific detail in their profile (like their City or Job Title).
- **Associated Group:** You can link this set to a specific learning group in the system.
- **Enable Corresponding Group:** If checked, the system creates a matching group for this set automatically.
- **Auto-enrol users in groupings:** Ensures that members are automatically placed into specific study clusters within their courses.

Manage User Sets

Collapse all

Name	Required Field Spring 2026 Batch
Description	
Maximum users	100
Parent User Set	PGD_BA_2025F

▼ User association

Auto-associate users with Learnexify profile field	(don't auto-associate) (please select a profile field first)
set to	
Auto-associate users with Learnexify profile field	(don't auto-associate) (please select a profile field first)
set to	

▼ Associated Group

☒ Enable Corresponding Group	Help Icon
☒ Autoenrol users in groupings	

3. Organizational Hierarchy Classification

- **Classification:** This tells the system what "kind" of group this is. You can categorize it as a Campus, Department, Program, or Semester. This is very helpful for organized reporting later.

4. Display Priorities and Visual Themes

- **Display Priority:** Enter a number to decide the order of this set in the list. (e.g., "1" appears at the top).
- **Theme Priority:** This is a critical setting for users who belong to multiple Organizational Hierarchies. If a student is a member of both the "Lahore Campus" (which has a Blue theme) and the "Scholarship Group" (which has a Gold theme), the system needs to know which color to show them. The system ranks all assigned themes based on this numerical value. The theme with the

highest priority number will be the one the user sees.

Example: Campus Theme Priority: 10, Special Department Theme Priority: 50, Result: The user will see the Department theme because 50 is higher than 10.

- **Theme:** This allows you to select a specific "visual skin" or design (colors, logos, and layout) for a Organizational Hierarchy. You can make the "Medical Faculty" look different from the "Engineering Faculty," providing a personalized experience for different groups.

After filling all required fields and selecting options as needed, click on the "Save Changes" button.

▼ User Set classification

User Set classification



Department



▼ User Set Display Settings

Display Priority



3

▼ User Set Theme

Theme Priority



13

Theme



classic



Save changes

Cancel

Once saved, the new Organizational Hierarchy will be successfully created and will appear in the Manage Organizational Hierarchy list.

Manage User Sets

7 User Set(s) found

All [A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

☐ Include all User Subsets in listing.

Search

Add User Set

NAME ↓	DESCRIPTION	
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Spring 2026 Batch		   

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