

CATEGORY ARCHIVES: **GROUPS**

Create Group(s)

1. Click on “Groups” icon on the toolbar
2. Click on “Add New Group” button
3. Fill out all required information: Name of the Group and Contact Name (This screen has also access to “Repo Mode” and “Transfer Mode”)
4. Click on “Save”

The screenshot shows a web application interface for managing groups. At the top, a toolbar contains several icons, with a blue circle labeled '1' highlighting the 'Groups' icon. Below the toolbar, the 'Groups' section includes a search bar with the placeholder text 'Name, Contact Name' and a green 'Search' button. To the right of the search bar is a blue circle labeled '2' highlighting the 'Add New Group' button. Below the search bar is a table with columns: Group, Name, Serial #, State, and Actions. The table contains two rows, each with a group icon and a red 'X' icon. Below the table is a 'Create new Group' section, highlighted by a blue circle labeled '3'. This section includes a 'Company' dropdown menu set to 'Mercury', a 'Name' field with a red asterisk indicating it is required, and a 'Contact Name' field. Below these fields is a red asterisk and the text '* Required field'. At the bottom of the 'Create new Group' section are 'Cancel' and 'Save' buttons, with a blue circle labeled '4' highlighting the 'Save' button.

Edit Group(s)

1. Click on “Groups” icon on the toolbar
2. Select the “Group” to be edited and click on “edit”
3. Type the new information
4. Review the information and click on “Save” or “Cancel”

The screenshot shows a software interface for managing groups. At the top, a toolbar contains several icons, with a blue circle labeled '1' highlighting the 'Groups' icon. Below the toolbar, the 'Groups' section features a search bar with the text 'Name, Contact Name' and a green 'Search' button. To the right of the search bar is a button labeled 'Add New Group'. Below the search bar is a table with columns: 'Group', 'Name', 'Serial #', 'Status', and 'As Name'. A blue circle labeled '2' highlights the 'Group' column header. Below the table, the 'Edit Group' form is displayed. It includes fields for 'Company' (containing 'Mercury'), 'Name' (containing 'Mercury'), and 'Contact Name' (empty). A red asterisk and the text '* Required field' are shown below the 'Name' field. At the bottom of the form are 'Cancel' and 'Save' buttons. A blue circle labeled '3' highlights the 'Name' field, and a blue circle labeled '4' highlights the 'Save' button.

Delete Group(s)

1. Click on “Groups” icon on the toolbar
2. Select the Group to be deleted and click on “Delete”
3. A confirmation message will appear. Select “Delete”

1

Groups

Search:

Name, Contact Name

Search

Add New Group

Group	Name	Serial #	Status	Action
<div>Me</div>				<div><div></div><div></div></div>
<div>1</div>				<div><div></div><div></div></div>

2

Delete Group

Warning

Do you want to delete "Watch list 223" group?

Delete

3