

---

**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 the 'Groups' management interface. At the top, a toolbar contains several icons, with the 'Groups' icon highlighted by a blue circle with the number 1. 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 circular button with the number 2 and the text 'Add New Group'. Below the search bar is a table with columns: Group, Name, Serial #, Make, and Air Name. The table contains two rows: 'Me' and 'N'. Below the table is a 'Create new Group' section, highlighted by a blue circle with the number 3. This section includes a 'Company' dropdown menu with 'Mercury' selected, 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 the 'Save' button highlighted by a blue circle with the number 4.

## 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 displays the DEFENDER Groups management interface. At the top, a toolbar contains several icons, with the 'Groups' icon highlighted by a blue circle with the number 1. 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'. The first row of the table is highlighted, and a blue circle with the number 2 is placed over the 'Group' column. Below the table, the 'Edit Group' form is visible. It contains three input fields: 'Company' (with the value 'Mercury'), 'Name' (with the value 'Mercury'), and 'Contact Name' (which is empty). A red asterisk and the text '\* Required field' are shown below the input fields. At the bottom of the form are two buttons: 'Cancel' and 'Save'. A blue circle with the number 3 is placed over the 'Name' input field, and a blue circle with the number 4 is placed over 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
My				<div><div></div><div></div></div>
I				<div><div></div><div></div></div>

2

Delete Group

Warning

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

Delete

3

---

---