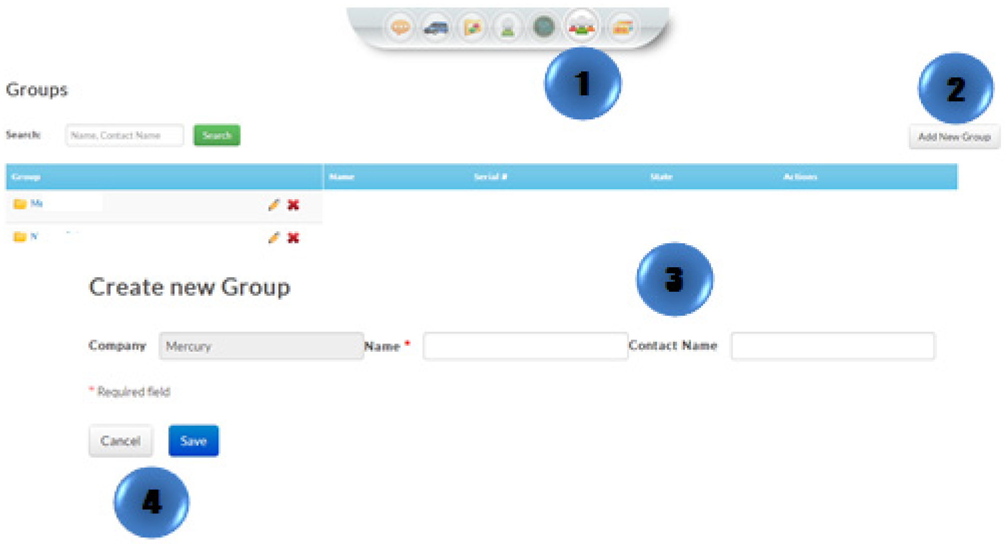
CATEGORY ARCHIVES: **GROUPS**

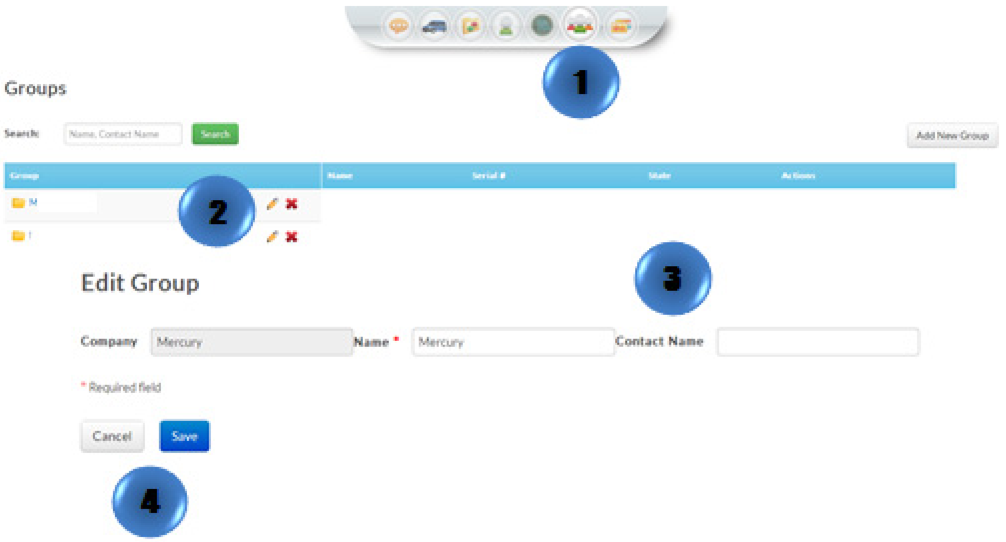
Create Group(s)

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”



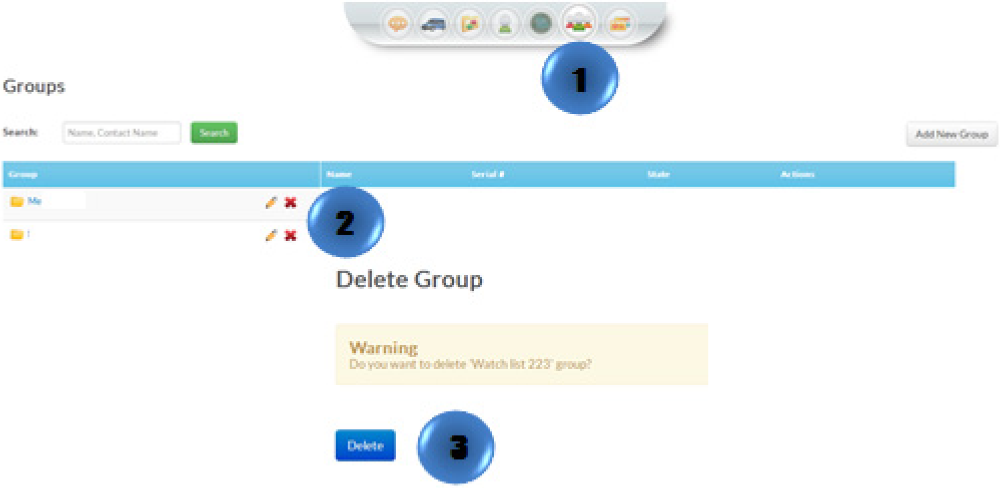
Edit Group(s)

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”



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”


Groups
Search:
Name, Contact Name
Search
Add New Group
Group
Name
Serial #
State
Actions
Me
1
2
Delete Group
Warning
Do you want to delete 'Watch list 223' group?
Delete
3