
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 software interface for managing groups. At the top, a toolbar contains several icons; a blue circle with the number '1' points to the 'Groups' icon. Below the toolbar, the 'Groups' section includes a search bar with the placeholder 'Name, Contact Name' and a green 'Search' button. To the right of the search bar is a button labeled 'Add New Group', with a blue circle and the number '2' pointing to it. Below the search bar is a table with columns: Group, Name, Serial #, State, and Actions. The table contains two rows, each with a folder icon and a red 'X' in the Actions column. Below the table is a 'Create new Group' section, with a blue circle and the number '3' pointing to it. 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. A blue circle with the number '4' points to 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 contains three input fields: 'Company' (with 'Mercury' entered), 'Name' (with 'Mercury' entered), 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 two buttons: 'Cancel' and 'Save'. A blue circle labeled '3' highlights the 'Name' input 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”

The screenshot shows a web application interface for managing groups. At the top, there is a navigation bar with several icons. Below it, the title 'Groups' is displayed. A search bar with the placeholder text 'Name, Contact Name' and a green 'Search' button is located on the left. On the right, there is a button labeled 'Add New Group'. Below the search bar, a table lists groups. The table has columns for 'Group', 'Name', 'Serial #', 'Status', and 'Actions'. Two groups are listed: 'Me' and 'I'. The 'Me' group is highlighted. To the right of the 'Me' group, there is a blue circular callout with the number '2'. Below the table, the text 'Delete Group' is displayed. A yellow warning box contains the text 'Warning: Do you want to delete "Watch list 223" group?'. Below the warning box, there is a blue button labeled 'Delete' and a blue circular callout with the number '3'.

Groups

Search:

Group	Name	Serial #	Status	Actions
Me				
I				

Delete Group

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