

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 displays the DEFENDER software 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 placeholder text 'Name, Contact Name' and a green 'Search' button. To the right of the search bar is an 'Add New Group' button, also highlighted by a blue circle with the number 2. Below the search bar is a table with columns: Group, Name, Serial #, Mode, and Actions. The table contains two rows, each with a folder icon and a red 'X' icon. Below the table is the 'Create new Group' form, highlighted by a blue circle with the number 3. The form includes a 'Company' dropdown menu set to 'Mercury', a 'Name' field with an asterisk indicating it is required, and a 'Contact Name' field. Below the form fields is a red asterisk and the text '* Required field'. At the bottom of the form are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted by a blue circle with the number 4.