

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, a blue circle with the number '2' points to the 'Add New Group' button. Below the search bar is a table with columns: Group, Name, Serial #, Mode, and Actions. The table lists two groups: 'Me' and 'N'. Below the table, a blue circle with the number '3' points to the 'Create new Group' form. This 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 these fields, a red asterisk indicates a required field. At the bottom of the form are 'Cancel' and 'Save' buttons. A blue circle with the number '4' points to the 'Save' button.

Groups

Search:

Group	Name	Serial #	Mode	Actions
Me				
N				

Create new Group

Company Name * Contact Name

* Required field