

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 is an 'Add New Group' button. A table lists groups with columns for 'Group', 'Name', 'Serial #', 'Status', and 'All Groups'. Two groups are listed: 'M' and 'I'. A blue circle labeled '2' highlights the 'M' group, and a red 'X' icon is visible next to it. Below the table, the 'Edit Group' form is displayed. It includes fields for 'Company' (Mercury), 'Name' (Mercury), and 'Contact Name'. A red asterisk indicates a required field. A blue circle labeled '3' highlights the 'Name' field. At the bottom, there are 'Cancel' and 'Save' buttons. A blue circle labeled '4' highlights the 'Save' button.

Groups

Search: Name, Contact Name

Group	Name	Serial #	Status	All Groups
M				
I				

Edit Group

Company: Mercury Name: Mercury Contact Name:

* Required field