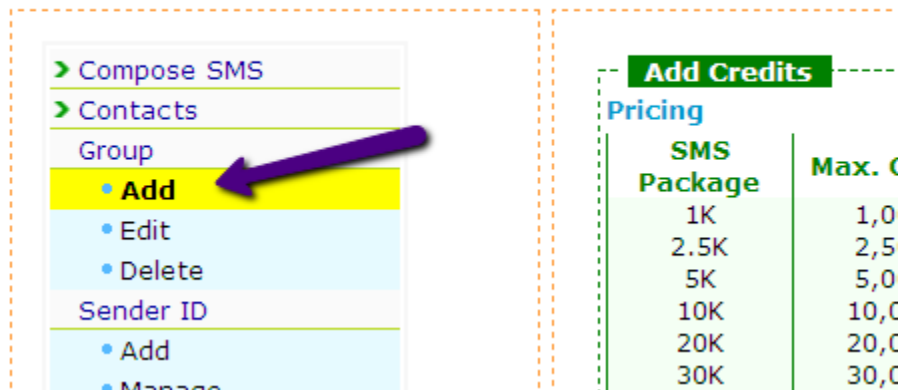


Group

➤ Add New Group:

➤ Step1.

- Click Group > Click Add.

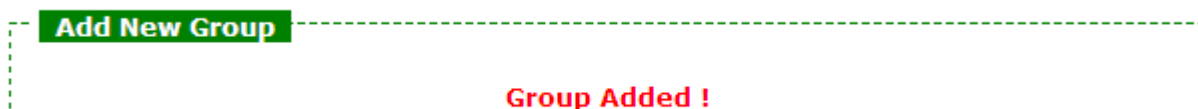


➤ Step2.

- Type the Group Name then click on Add Group Button to add new group.

The image shows a form titled 'Add New Group'. It has a text input field for 'Group Name*' containing the word 'Corporate'. To the right of this field is a radio button labeled 'Other than Existing Group' and a dropdown menu currently showing 'Family'. Below the input field is a button labeled 'Add Group'. A purple box with the text 'Type Group Name Here' and a purple arrow points to the 'Corporate' text in the input field. Another purple arrow points to the 'Add Group' button.

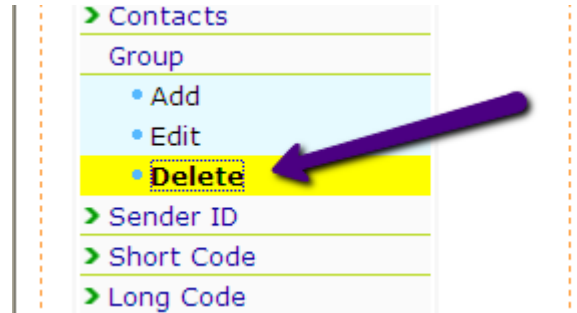
- Now your group has been added.



➤ Delete Group:

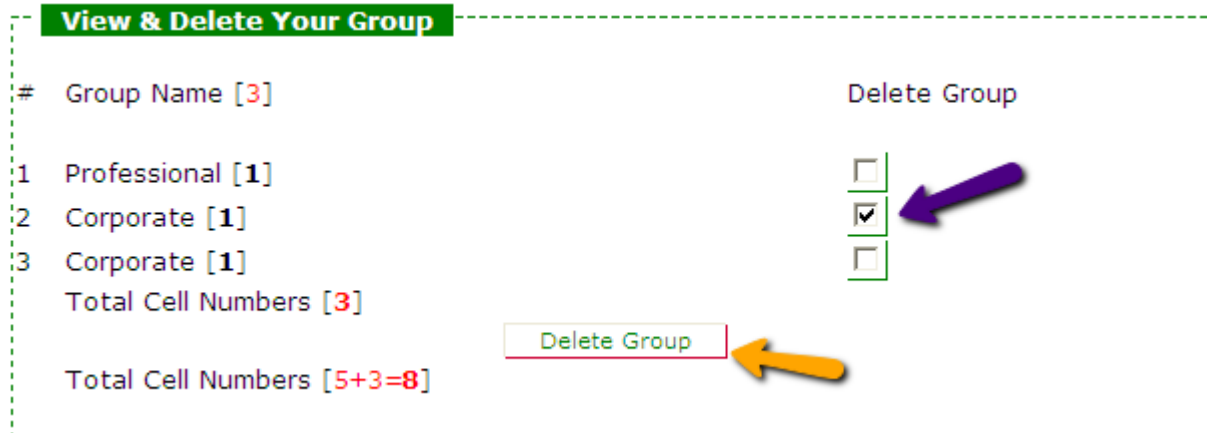
➤ Step1.

- Click Group > Click Delete.



➤ Step2.

- Select the Group which you want to delete then click on Delete Group Button to delete group.



- Now the group has been deleted.



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