

How to Create a Group

Created by Mark Weideman on Sep 27, 2023

Users can create a new group by first navigating to the Groups page found under the Administration tab in the sidebar.

Then, click the Create New Group icon above the grid.

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Clicking this icon will popup a modal where you can fill out the information for the new group. Note that the user who creates the group will automatically be added to the group as the Admin.

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