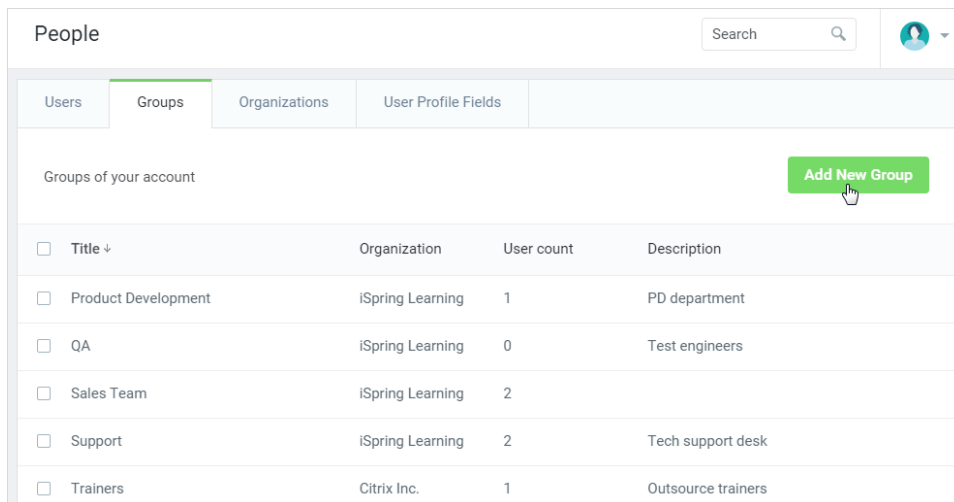


Adding Groups

To add a new group:

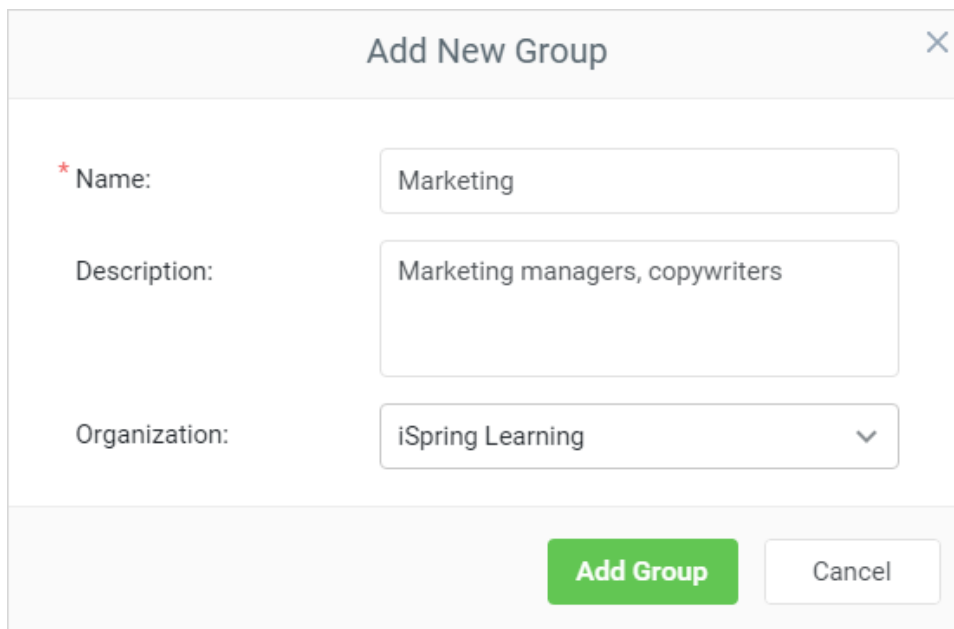
1. Click the **Add New Group** button on the Groups tab in the right part of the screen above the list of groups.



The screenshot shows the 'People' management interface. At the top, there's a search bar and a user profile icon. Below this, there are tabs for 'Users', 'Groups', 'Organizations', and 'User Profile Fields'. The 'Groups' tab is selected. Below the tabs, there's a section titled 'Groups of your account' with a green 'Add New Group' button. Below this, there's a table listing existing groups.

<input type="checkbox"/>	Title ↓	Organization	User count	Description
<input type="checkbox"/>	Product Development	iSpring Learning	1	PD department
<input type="checkbox"/>	QA	iSpring Learning	0	Test engineers
<input type="checkbox"/>	Sales Team	iSpring Learning	2	
<input type="checkbox"/>	Support	iSpring Learning	2	Tech support desk
<input type="checkbox"/>	Trainers	Citrix Inc.	1	Outsource trainers

2. Type a group name in the open window.



The screenshot shows the 'Add New Group' dialog box. It has a title bar with a close button (X). Inside, there are three fields: 'Name:' (required, marked with a red asterisk), 'Description:', and 'Organization:'. The 'Name' field contains 'Marketing', the 'Description' field contains 'Marketing managers, copywriters', and the 'Organization' field is a dropdown menu showing 'iSpring Learning'. At the bottom, there are two buttons: 'Add Group' (green) and 'Cancel' (white).

3. Enter a description of the new group.
4. Choose an organization, to which this new group will belong, in the drop-down menu.
5. Click the **Add Group** button.

You will see a notification that a new group has been added.