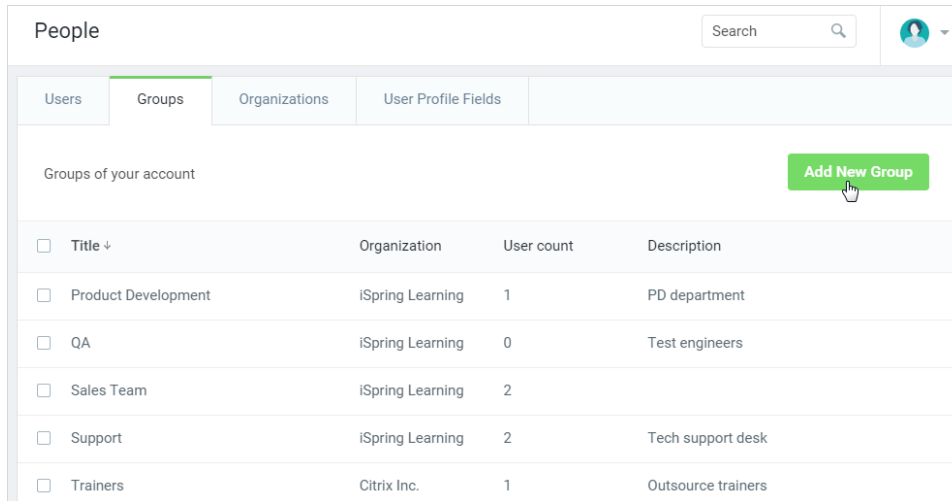


Adding Groups

To add a new group:

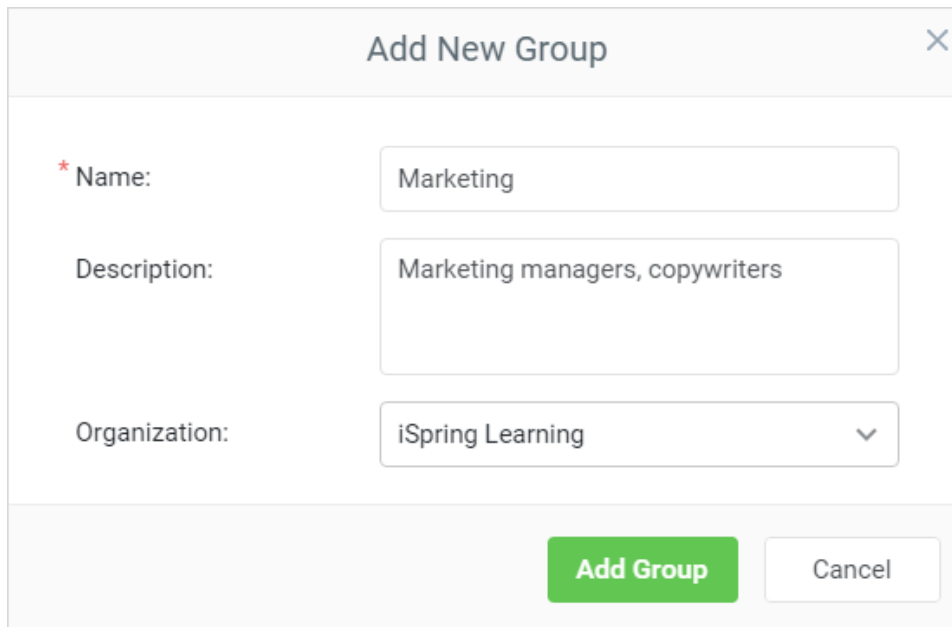
1. Click the **Add New Group** button on the Groups tab in the right part of the screen above the list of groups.



The screenshot shows the 'People' management interface. At the top, there is 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 is a section titled 'Groups of your account' with a green 'Add New Group' button. Below this, there is a table with columns: Title, Organization, User count, and Description. The table contains the following data:

<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 'Add New Group' and a close button (X). The form contains the following fields:

- Name:** A text input field containing 'Marketing'.
- Description:** A text input field containing 'Marketing managers, copywriters'.
- Organization:** A dropdown menu with 'iSpring Learning' selected.

At the bottom of the dialog, there are two buttons: a green 'Add Group' button and a white 'Cancel' button.

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.