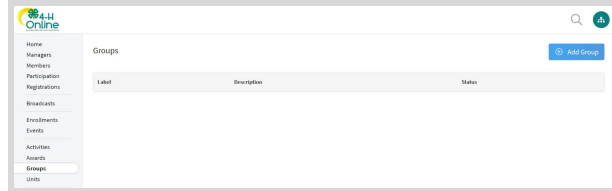


## Groups

The groups area allows managers to create groups for members to be associated.

### Creating a Group

1. Click on Groups in the navigation pane.
2. Click the + Add Group button.



3. Enter in the Group Name.
4. Enter in a description of the Group.
5. Select the Delivery Mode of the Group
6. Select the group status.
7. Click the Add button.