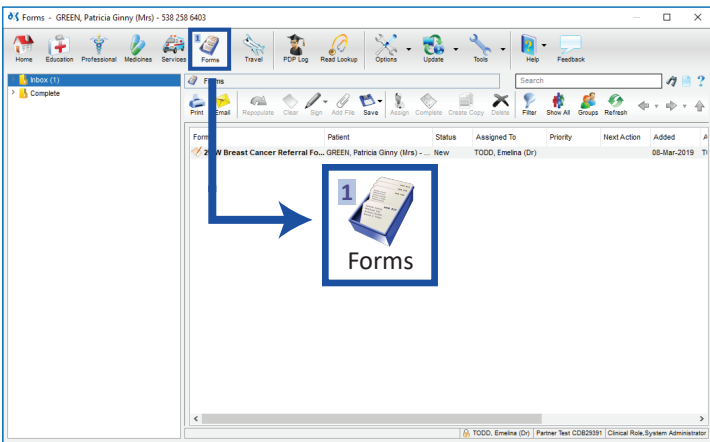




# Quick Start - Create a Group

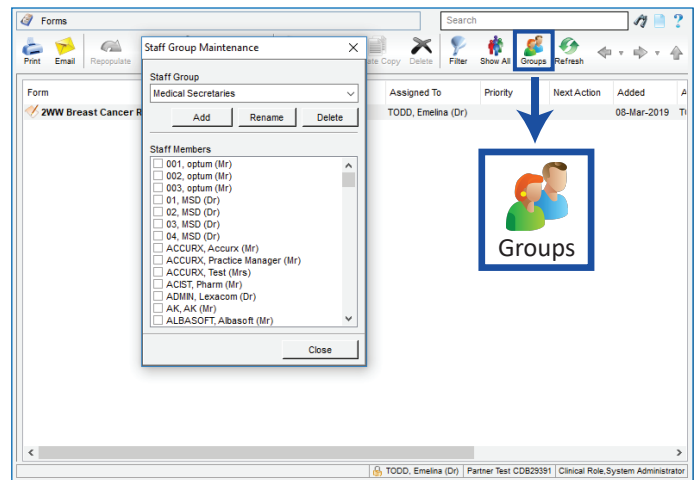
1

Navigate to the 'Forms' section.



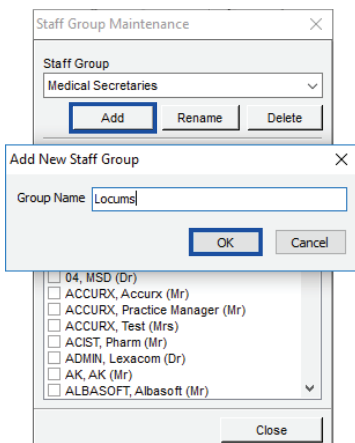
2

Click on the 'Groups' button located in the toolbar.



3

Add a new group, enter the group name and click 'Ok'.



4

Select the relevant staff members and click close to complete the process.

