

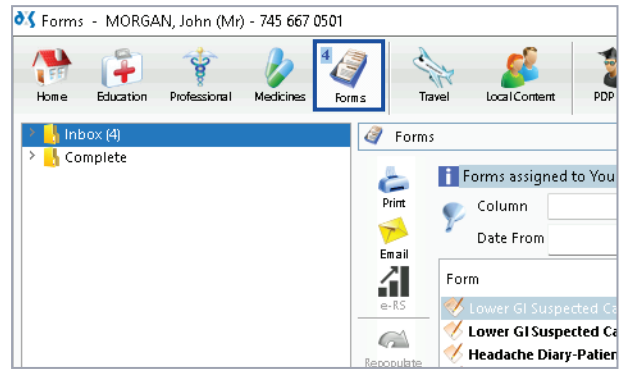
Quick Start Guide

Creating a Group



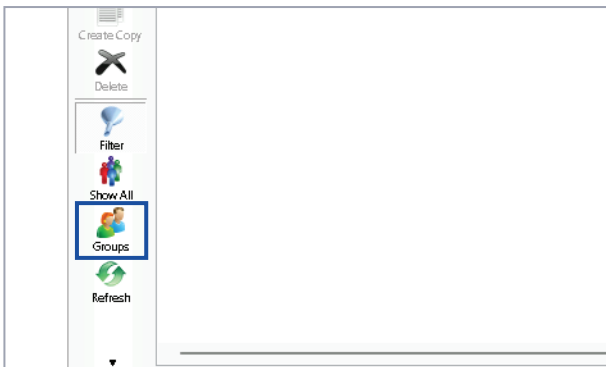
1

Navigate to the 'Forms' section.



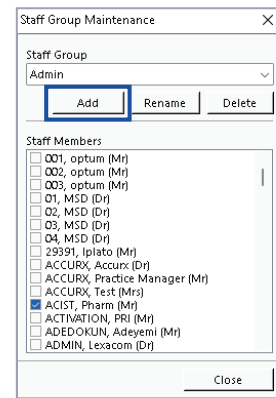
2

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



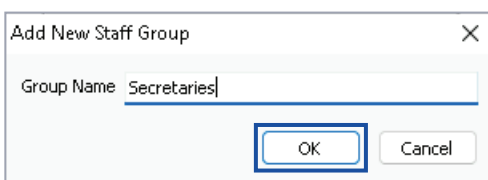
3

Select 'Add' to add a new group.



4

Enter the group name and click 'OK'.



5

Tick the corresponding checkboxes of the staff members you wish to add to the group. Click the 'Close' button to complete the process.

