Create a Group

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1. From your **Dashboard**, select the **Manage Groups** tab.
2. Select **Create Group**.
3. Enter a **Group Name**.
4. Select **Create Group**.
5. Choose the license(s) you want to select users from.
6. Select **Users** to add to the Group.
   a. Use the tabs to switch between **Groups**, **Users**, and **Staff**.
   b. Previously created groups can be added to a new group.
   c. Staff members can be part of a group. For example, the staff member is an additional manager on an assignment.
7. Decide if you want this to be a shared group. If yes, select the share checkbox.
8. Select **Save**.