Add user group

To add a user group, follow these steps:



1. Click , the following window appears:

ew User Groups		
Name * Field required		0 / 500
Account Type *	✓ Account*	
Users		
	CANCEL SAVE	SAVE AND NEV

- 2. Enter the user group name,
- 3. Select the account type, whether it is a buyer or a seller,
- 4. Select the account you want from the type you selected in the previous step,
- 5. Select the users you want to add,
- 6. Click **Save and New** to add the user group and open a new window or **Save** to add it and close the window.