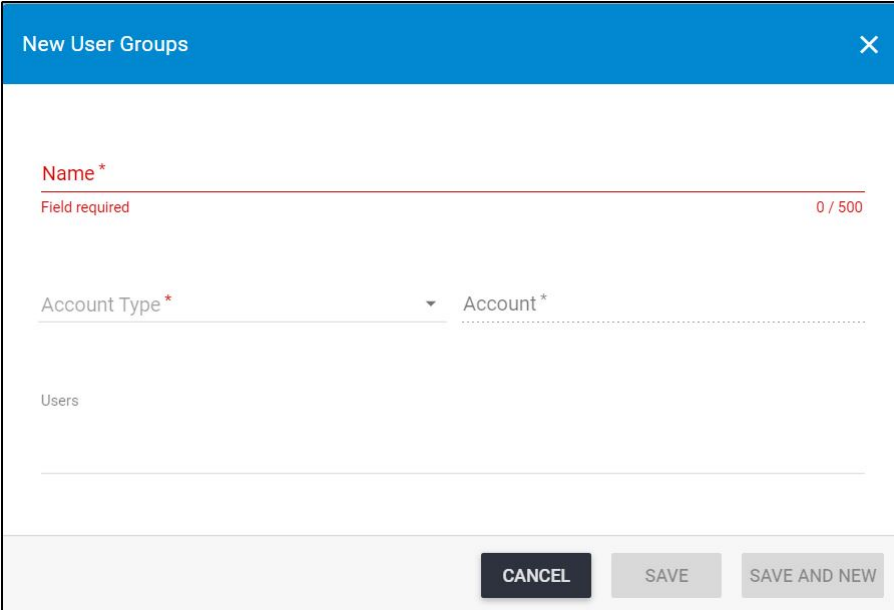


## Add user group

To add a user group, follow these steps:

1. Click , the following window appears:



New User Groups

Name\*  
Field required 0 / 500

Account Type\* Account\*

Users

CANCEL SAVE SAVE AND NEW

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.