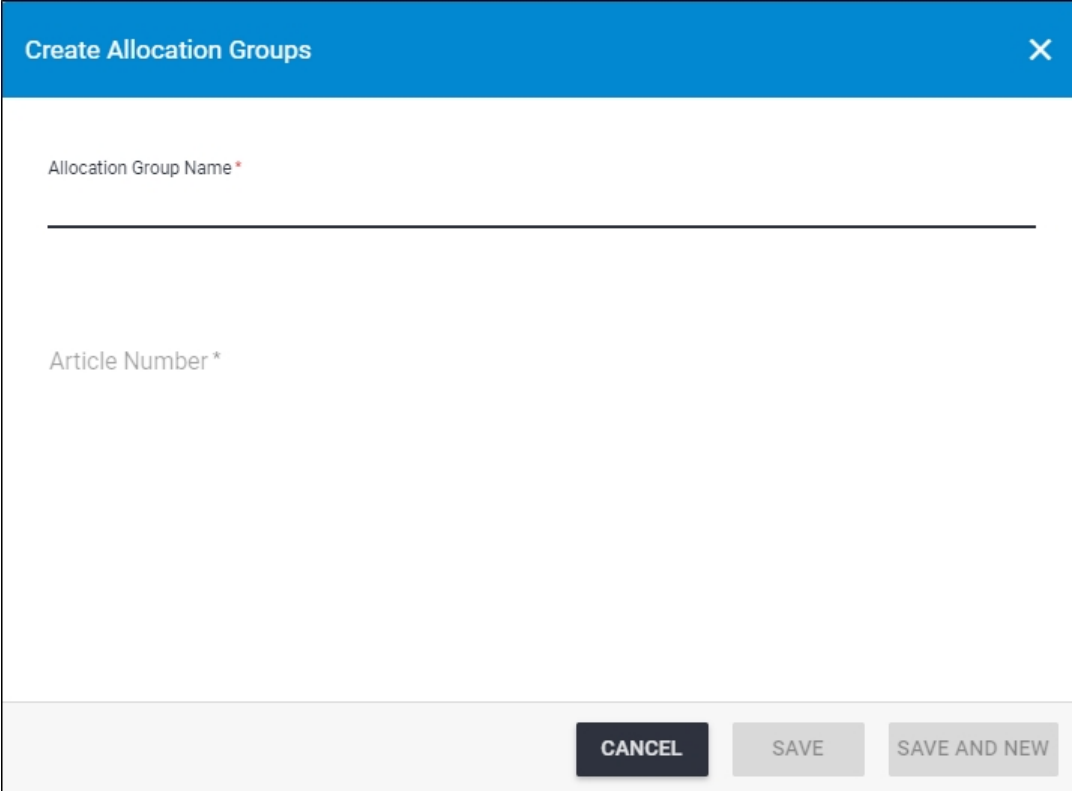


## Add allocation group

To add a new allocation group, follow these steps:

1. Click , the following window appears:



The screenshot shows a dialog box titled "Create Allocation Groups" with a blue header and a close button (X). The main area contains two input fields: "Allocation Group Name \*" and "Article Number \*". The "Allocation Group Name" field is currently empty. At the bottom of the dialog, there are three buttons: "CANCEL", "SAVE", and "SAVE AND NEW". The "SAVE" button is currently disabled (greyed out).

2. Enter a name for the allocation group,
3. Enter the article number or paste it into the "Article Number" field, the window validates the article number as it is entered:
  - If the article number is valid, the **Save** button is activated as shown below:

### Create Allocation Groups ✕

Allocation Group Name \*

Allocation Group 3

Article Number \*

101010|

**CANCEL** **SAVE** **SAVE AND NEW**

- If the article number is invalid, a message is displayed informing you so as shown below:

### Create Allocation Groups ✕

Allocation Group Name \*

Allocation Group 3

Article Number \*

Invalid Article Number(s) (won't be assigned)

99999

**CANCEL** SAVE SAVE AND NEW

Re-enter a valid article number.

4. Click **Save** to add the selected article and close the window or **Save and New** to add it and open a new window.

The allocation group is added and you can edit or delete it.