
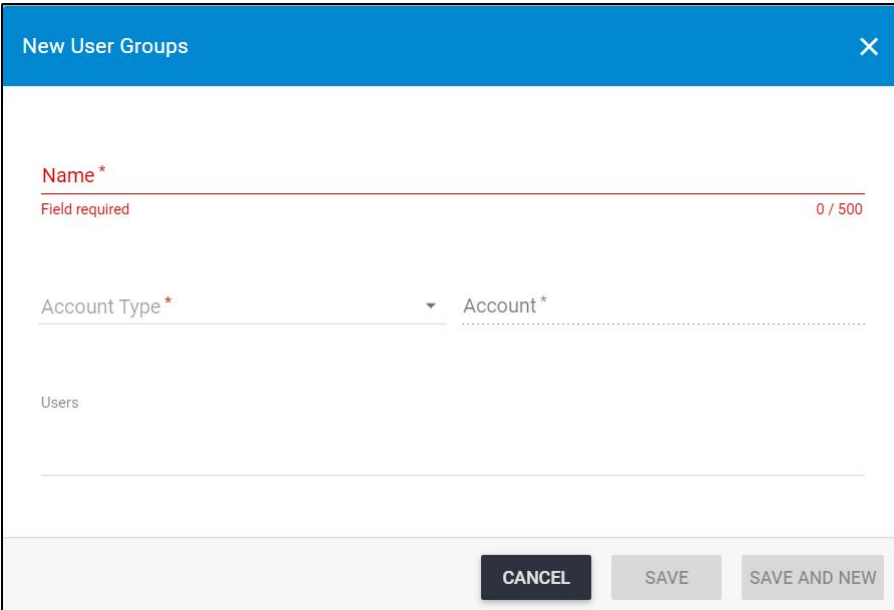


Add user group

To add a user group, follow these steps:

1. Click , the following window appears:



The screenshot shows a dialog box titled "New User Groups" with a close button (X) in the top right corner. The dialog contains three input fields: "Name*" (with a "Field required" error message and a "0 / 500" character count), "Account Type*" (a dropdown menu currently showing "Account*"), and "Users" (a list box). At the bottom, there are three buttons: "CANCEL", "SAVE", and "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.