


User group details

To view the user group details, click its record or select “View record” from the Actions menu next to it, its details are displayed as shown in the below example:

User Group	Users
<div>Sellers Group Active</div> <div><div><div>Id</div><div>1</div></div><div><div>Account Name</div><div>Emerging Market</div></div><div><div>Status</div><div>Active</div></div><div><div>Updated Date</div><div>Aug 5, 2020</div></div><div><div>Updated By</div><div>@trasix.com</div></div></div> <div><div><div>Account Id</div><div>2</div></div><div><div>Name</div><div>Sellers Group</div></div><div><div>Created Date</div><div>Aug 5, 2020</div></div><div><div>Created By</div><div>rasha.saeed@trasix.com</div></div></div>	

Seller group details are displayed, such as the account name, status, and the user who created the group. To view the list of users in the group, go to **Users** tab, the following page appears:

User Group		Users		
<input type="checkbox"/>		0 of 2 Selected		
Id		User Id	User Name	Status
<input type="checkbox"/>	2	3	Seller1	Active
<input type="checkbox"/>	1	2	TW-Seller	Active

Users in the selected group are listed, for each one, the Id, user name, status and updated date are displayed.

To add a new user, click  , the following window appears:

Edit Record

Users

TW-Seller

Seller1

CANCEL

SAVE

Select the user you want, only users that belong to the account to which the group is assigned are displayed. Click **Save**.