High Ground **University**

How to Use the View Groups Screen

In this video we will talk about the View Groups area of your system.

The "view groups" screen is helpful when you're trying to see all of your groups in one location. As you know, our system sends alerts to groups of users. By viewing the groups screen you'll be able to quickly gauge how many groups you have available, if you've uploaded the correct group in an import, how many users are in each group, and how many alerts have been sent to each group. To begin, hover over Groups and select View Groups from the drop-down menu.

For instance, this group has 11 users. If we click on the hyperlinked number on the right side of the screen we will be able to see the specific users inside the group. If you need to remove a user from a specific group, you can do that from this screen. Simply click on the box to the left of a user's name then scroll to the bottom of the screen and select "remove user from group" from the drop-down menu. I'll hover over Groups and select View Groups to return to the groups page. To the right of the user's hyperlink you'll see how many alerts have been sent to this group. By clicking on this hyperlink you'll be taken to a page that displays all the alerts sent to this group. If you need to export the users and their information from this group into a spreadsheet on your computer, simply click on the export button.

You can edit the group by clicking on the edit button to the far right. From there you can change the group's name, description, and other important information about the group. You can delete the group by clicking on the red delete button on the end. Or, if you'd like to delete more than one group at a time you can select the box to the left of the group name and then click on "remove group".

Thanks for watching! If you have more questions, please feel free to contact our Customer Success Team at support@highgroundsolutions.com.