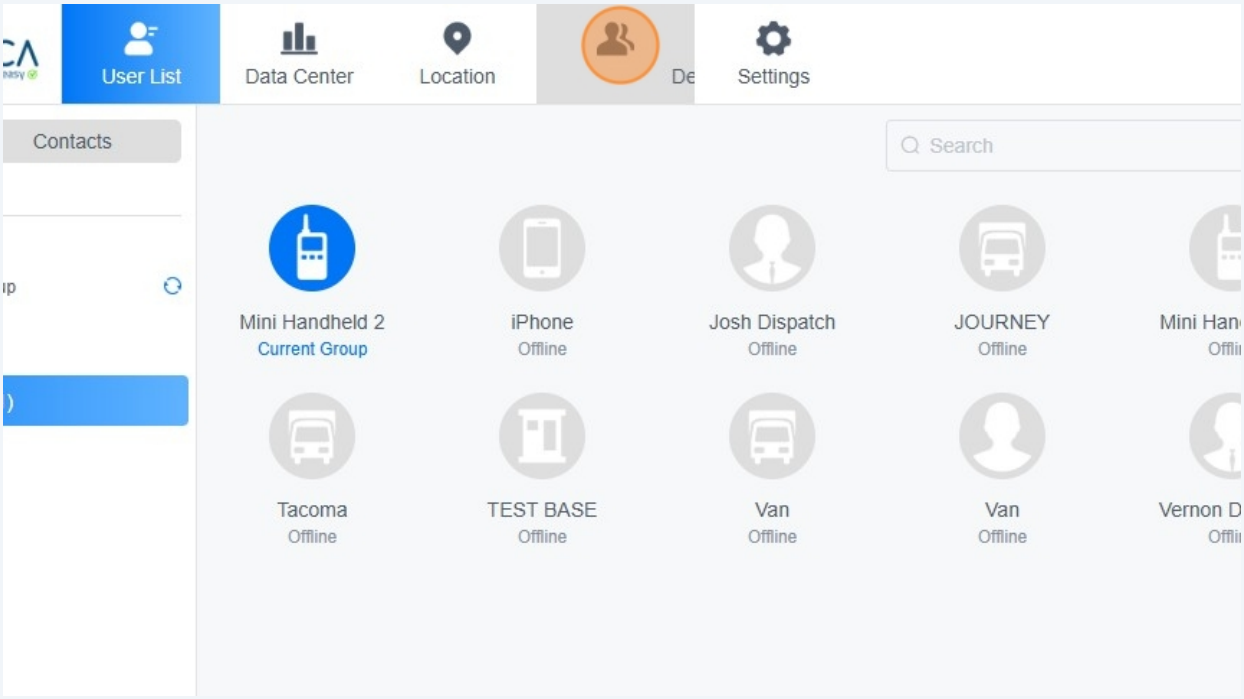
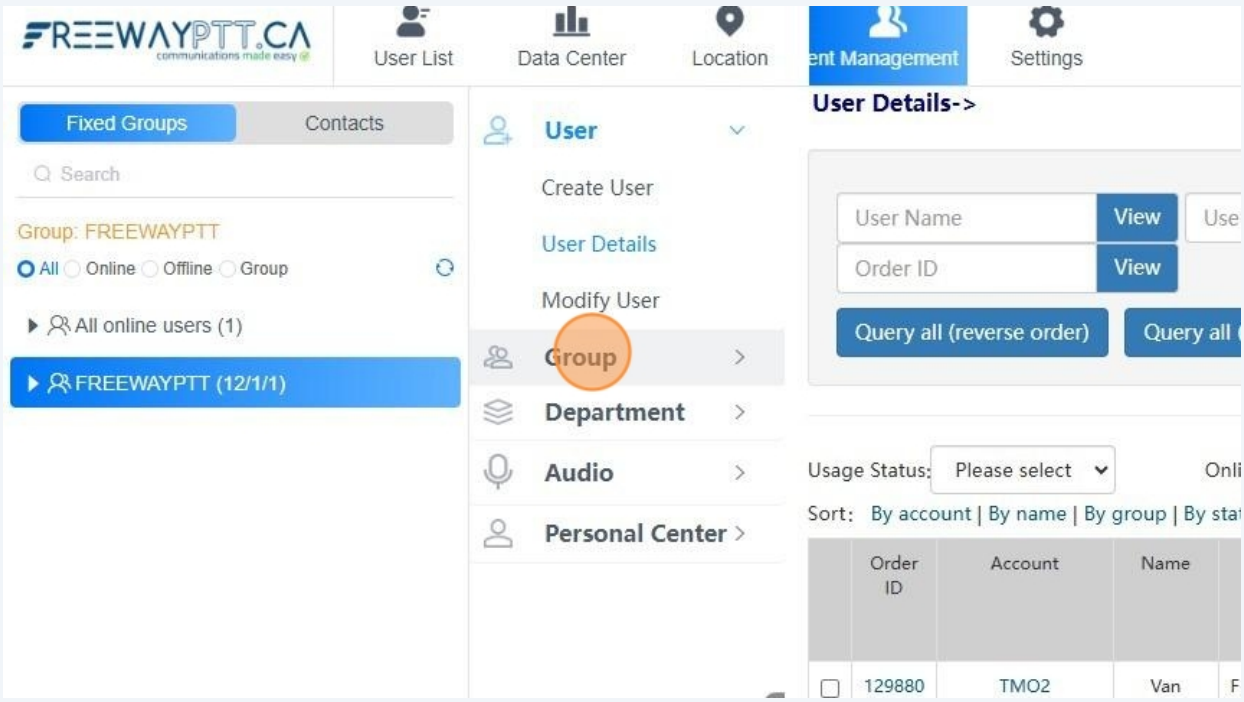
Create a New Group

This guide provides a straightforward, step-by-step process for creating a new group within a management system, ensuring that users can efficiently organize and assign radios to specific groups. By following the instructions, users can streamline their workflow and enhance team collaboration. It's particularly useful for those looking to improve their departmental management skills and optimize radio access for team members. Viewing this guide will empower users to effectively manage their resources and enhance operational efficiency.

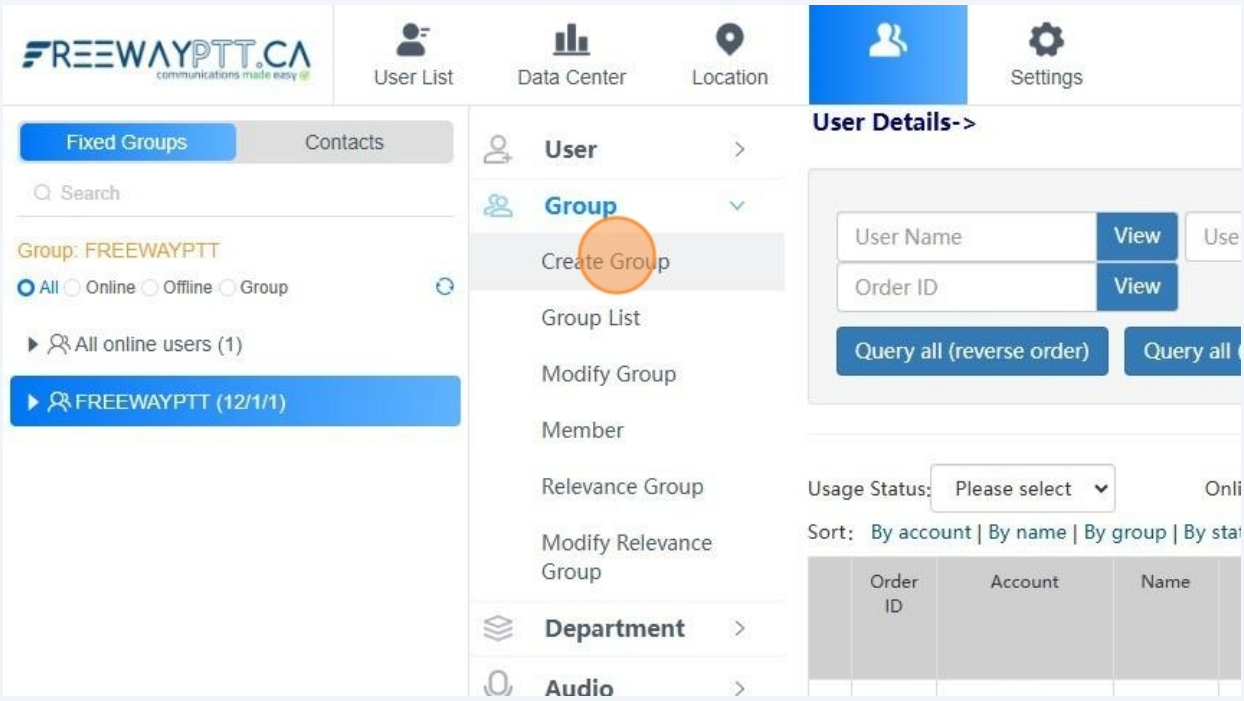
1 Click 'Department Management'



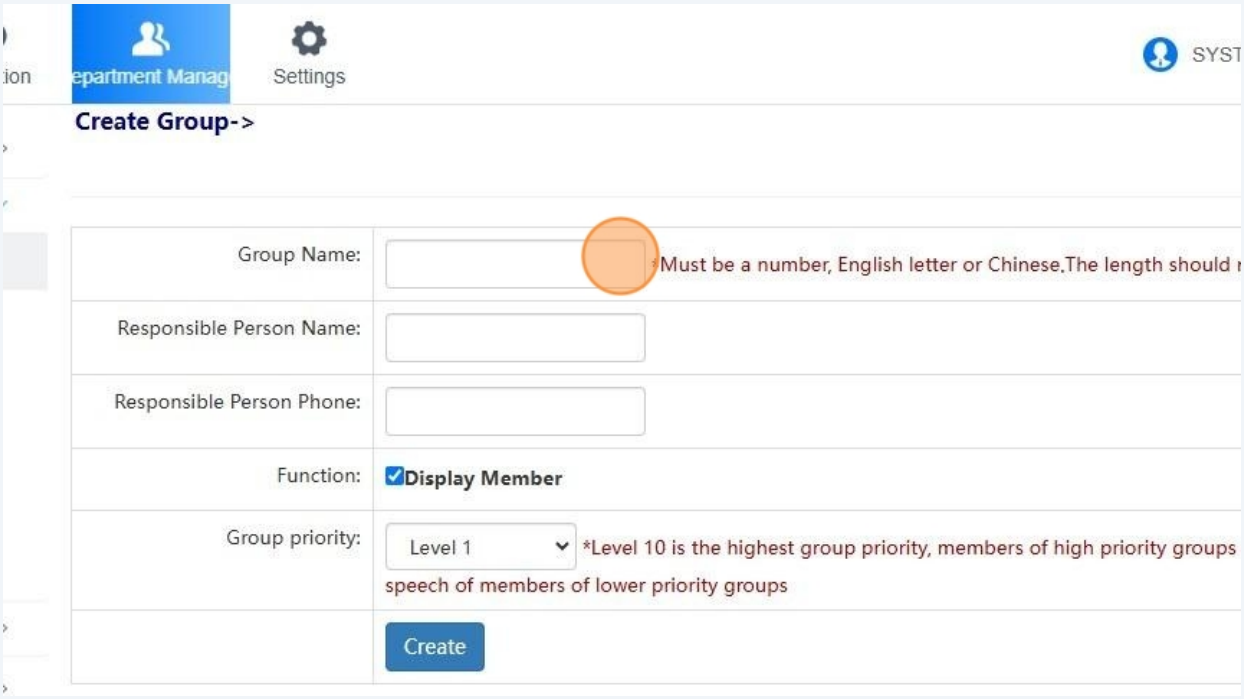
2 Click "Group"



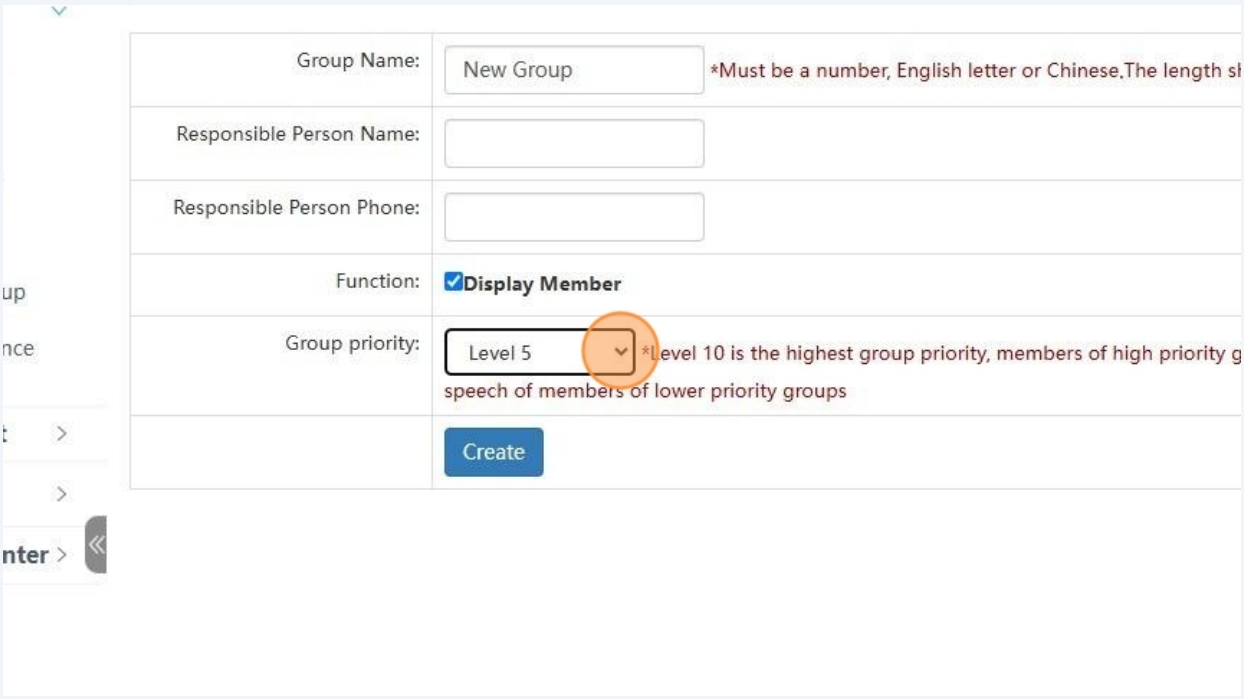
3 Click "Create Group"



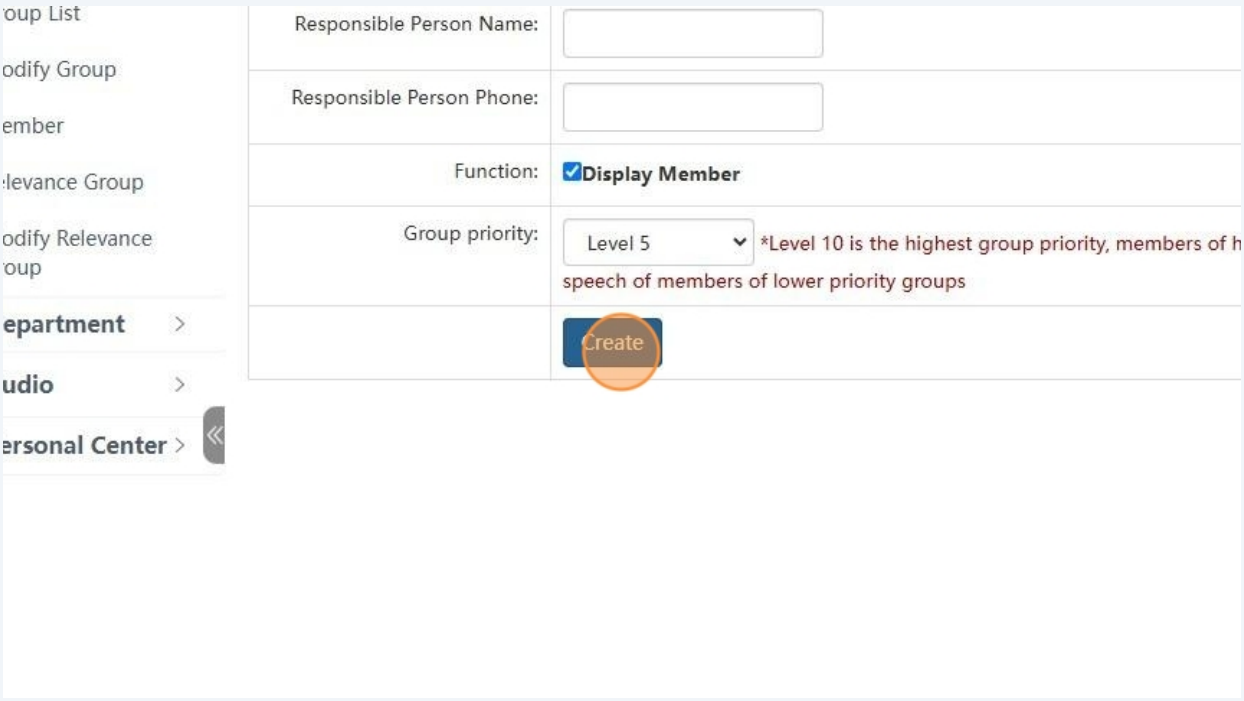
4 In 'Group Name:'
Type the name of the group you want to create



5 Select the "Level 5" option.

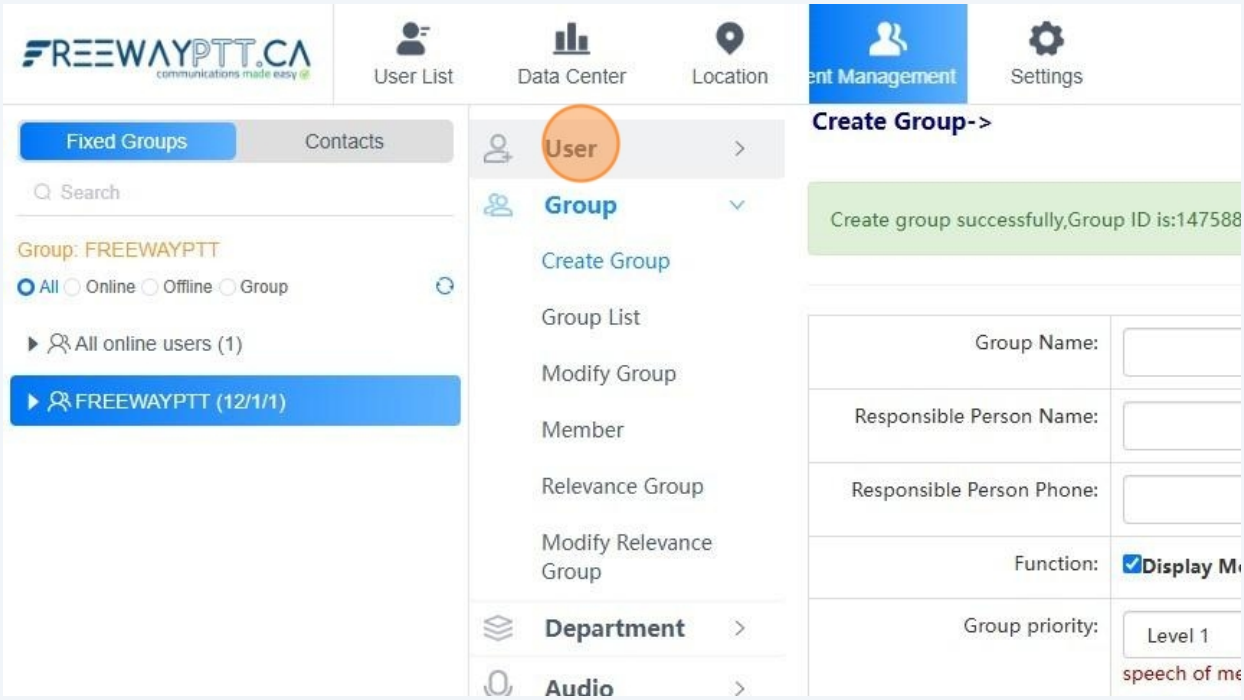


6 Click 'Create'

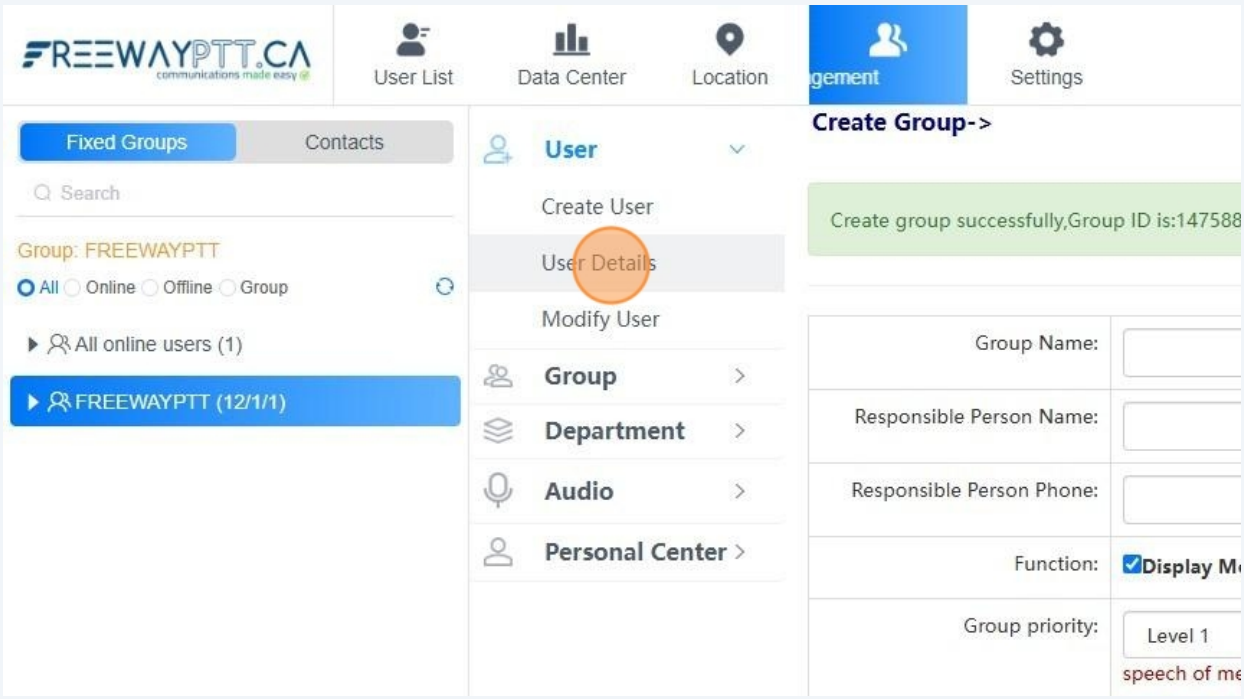


⚠ The Group must be assigned to radios before they can access it

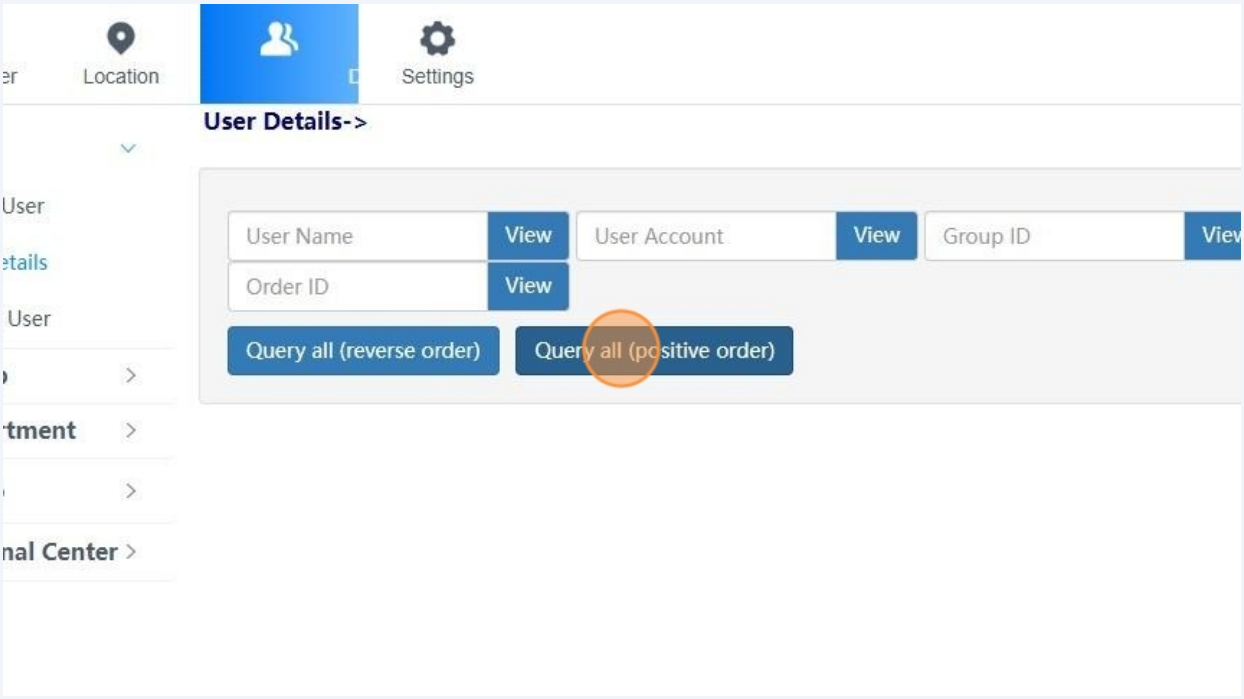
7 Click "User"



8 Click "User Details"

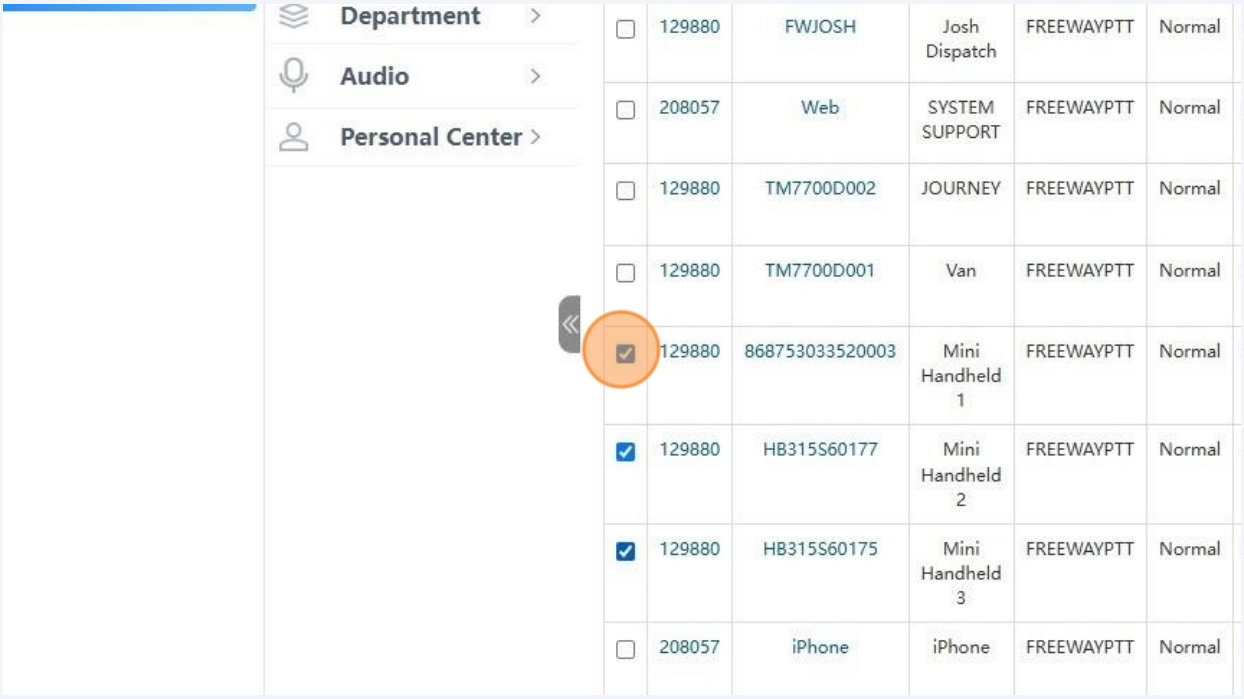


9 Click 'Query all (positive order)'

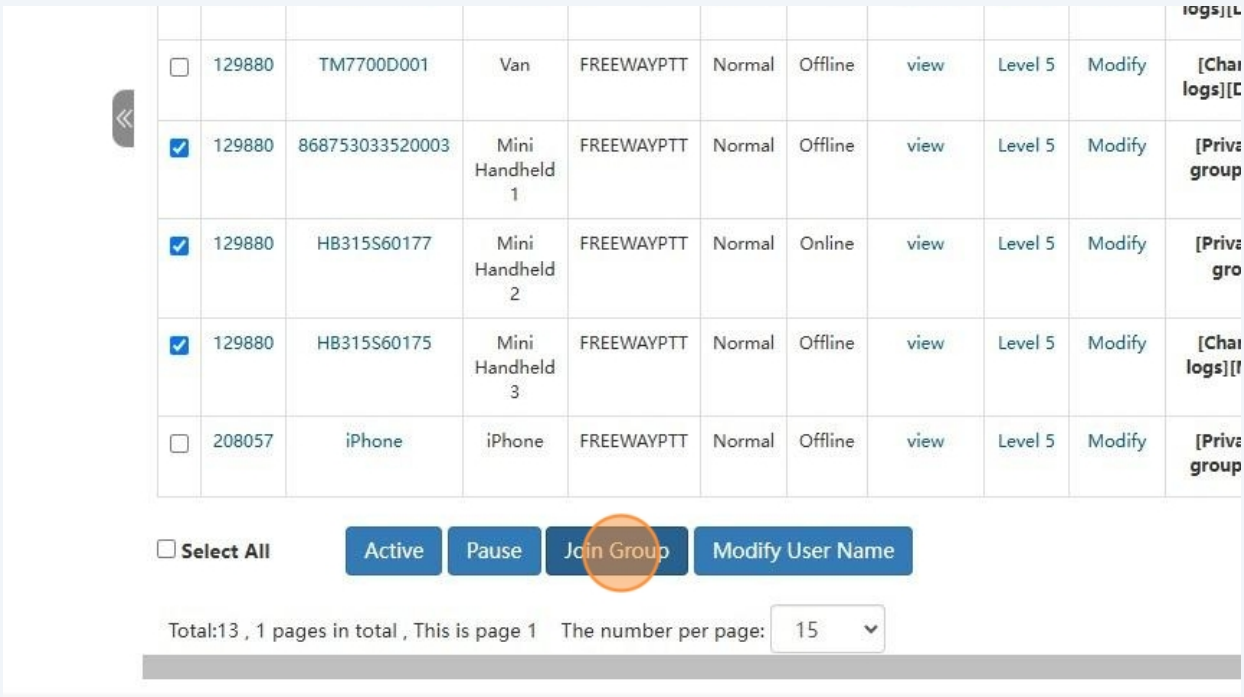


10 Click the check box of the radios you want to add to the group

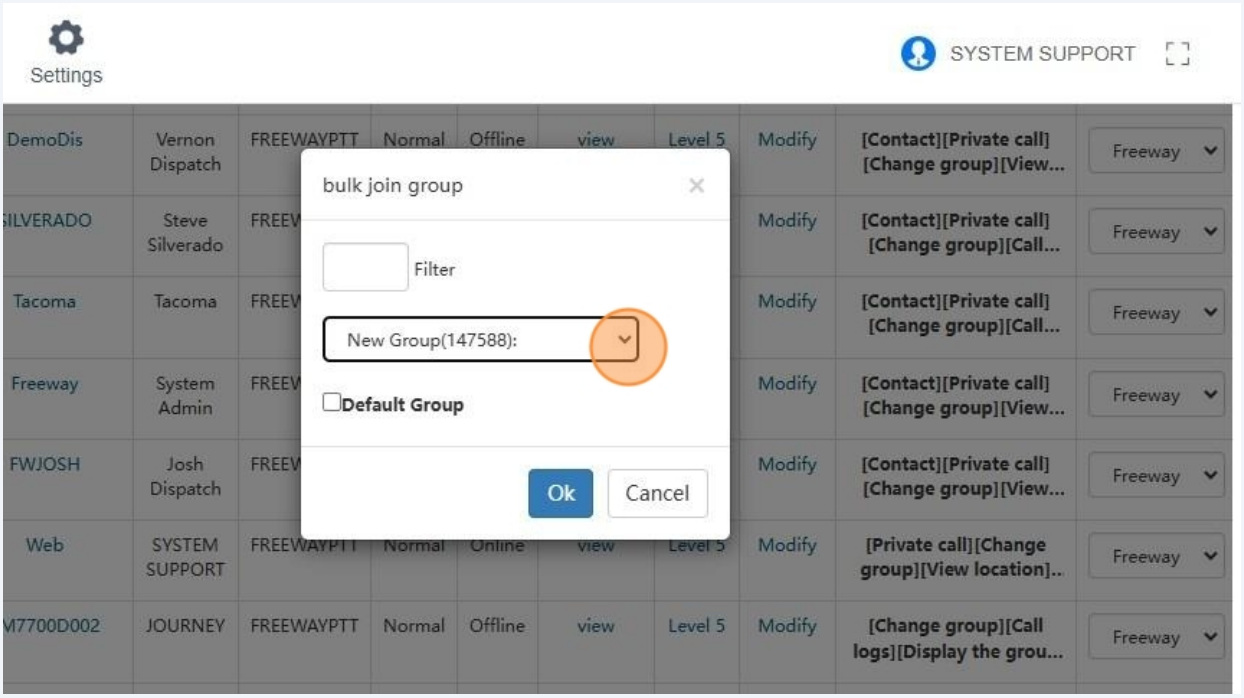
(you can add one or as many as you like)



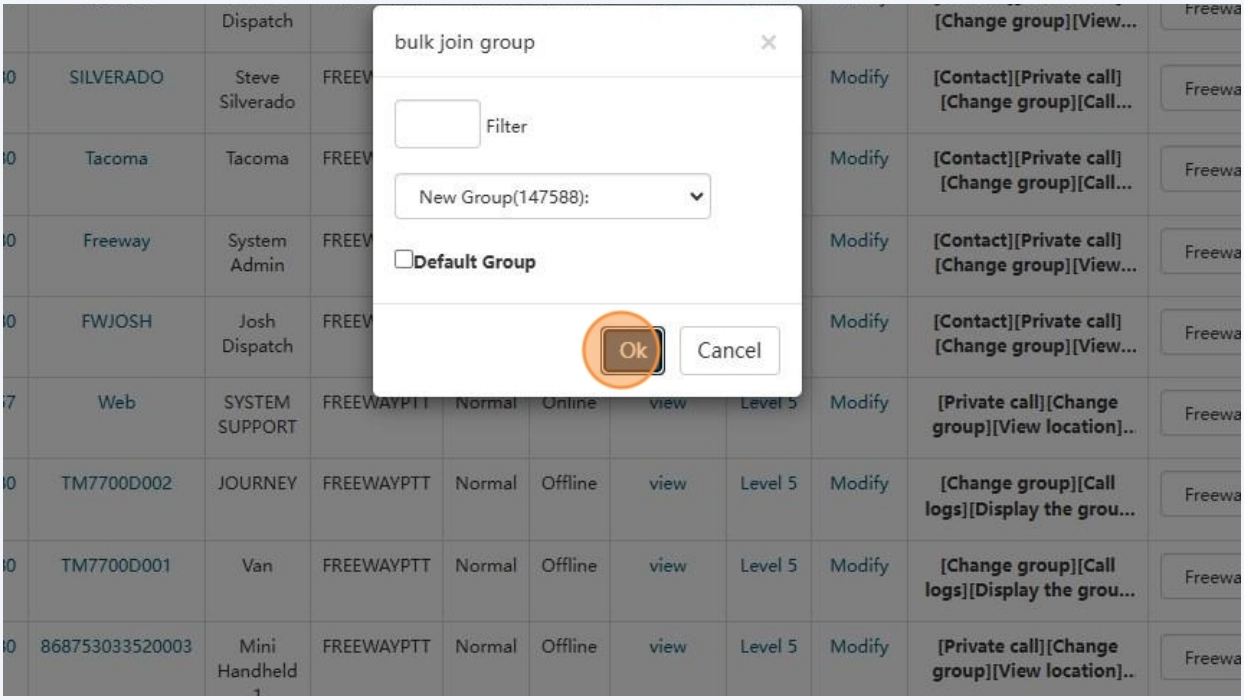
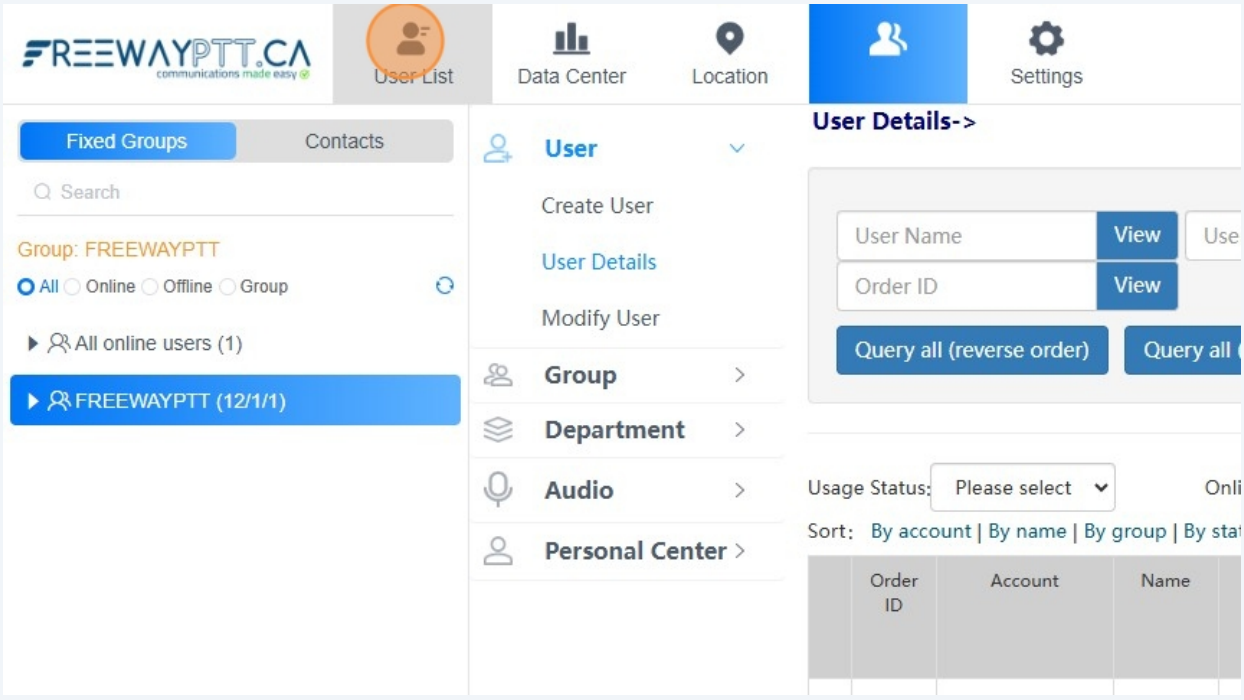
11 Click 'Join Group'



12 Select the group you wish to add to the radios



13 Click "Ok" to add



14 Click 'User List' to return to the main menu