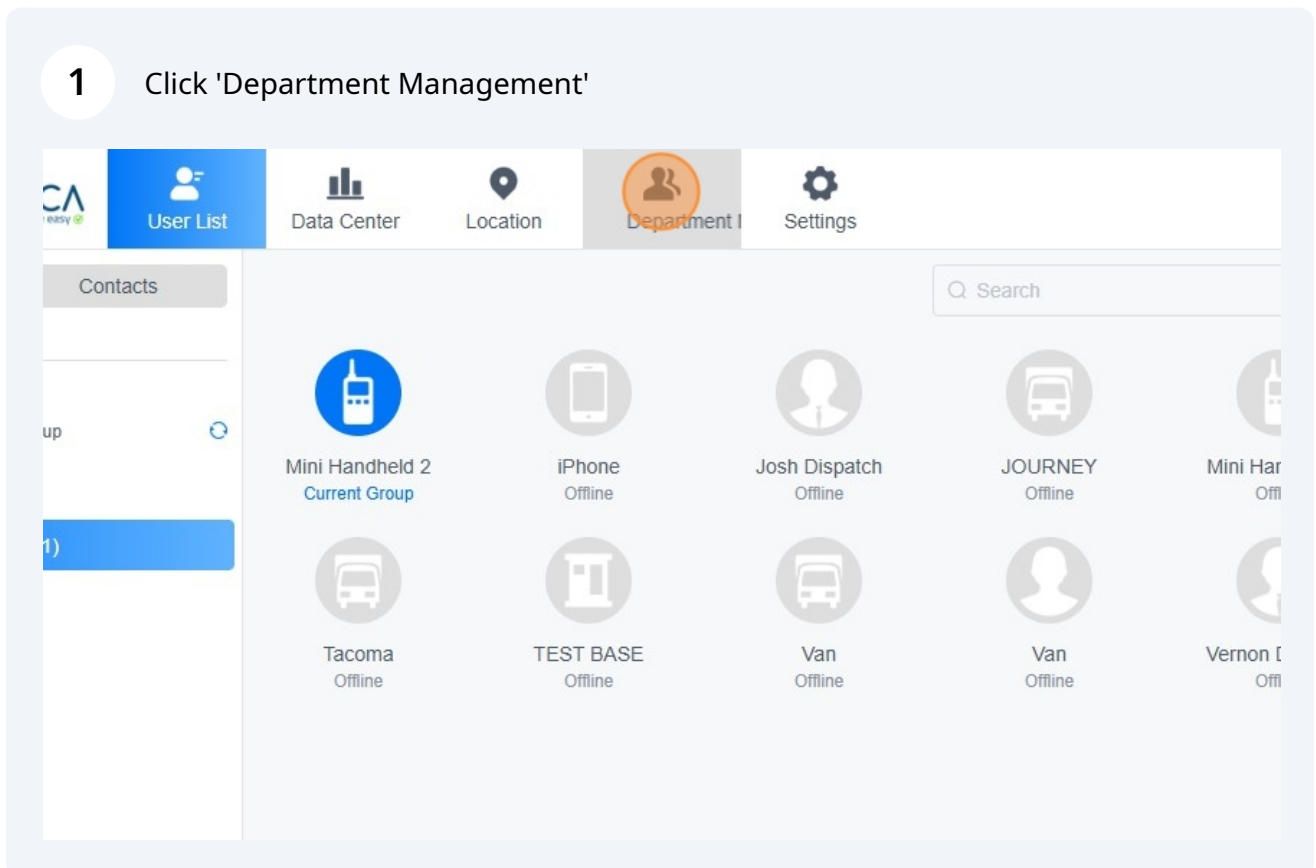


How to Delete a User Group

This guide provides a straightforward process for deleting a user group, ensuring that users can efficiently manage their organizational structure. It highlights the importance of caution, as deletion is permanent and irreversible. By following these steps, users can easily navigate the system and maintain an organized user group setup. Accessing this guide will help prevent errors and streamline user management tasks.



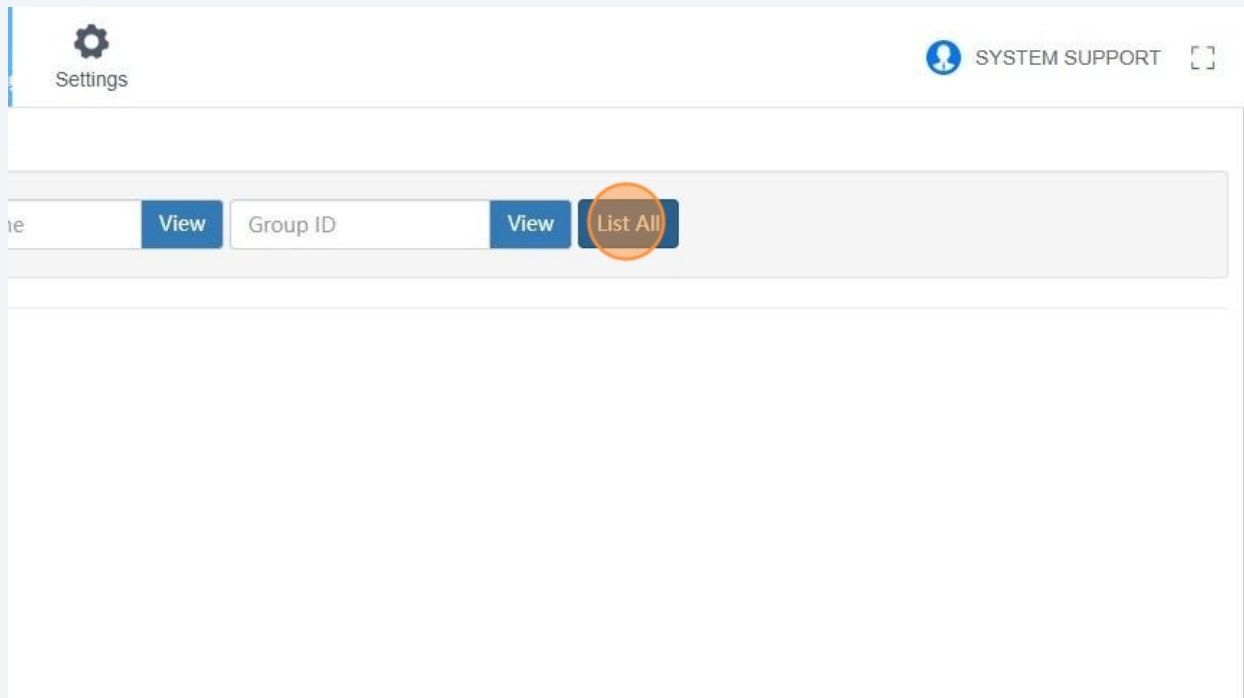
2 Click "Group"

The screenshot shows the 'User Management' section of the FREEMWAYPTT.CA interface. The 'User' menu is open, and the 'Group' option is highlighted with an orange circle. The interface includes a search bar, a list of groups (Fixed Groups and Contacts), and a 'User Details' panel on the right. The 'User Details' panel shows fields for 'User Name' and 'Order ID', each with a 'View' button. Below these fields are buttons for 'Query all (reverse order)' and 'Query all'. The 'Usage Status' is set to 'Please select' and 'Onli'. The 'Sort' options are 'By account', 'By name', 'By group', and 'By sta'. A table with columns 'Order ID', 'Account', and 'Name' is visible at the bottom right.

3 Click "Group List"

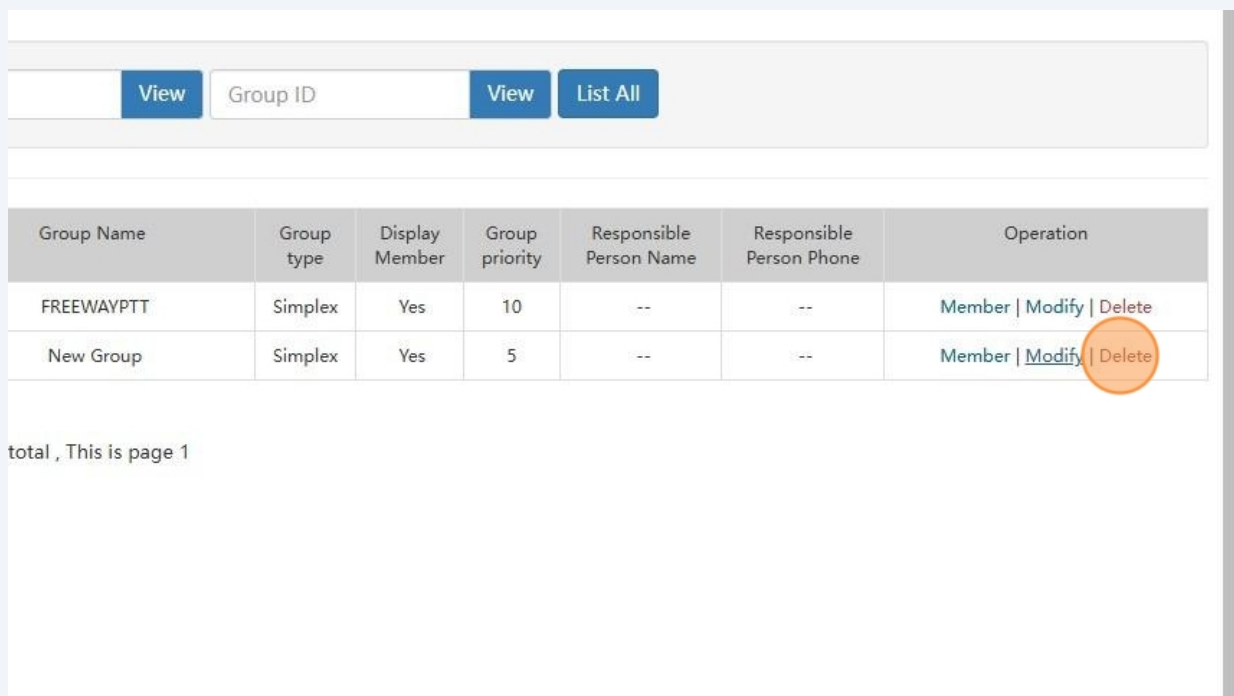
The screenshot shows the 'User Management' section of the FREEMWAYPTT.CA interface. The 'Group' menu is open, and the 'Group List' option is highlighted with an orange circle. The interface includes a search bar, a list of groups (Fixed Groups and Contacts), and a 'User Details' panel on the right. The 'User Details' panel shows fields for 'User Name' and 'Order ID', each with a 'View' button. Below these fields are buttons for 'Query all (reverse order)' and 'Query all'. The 'Usage Status' is set to 'Please select' and 'Onli'. The 'Sort' options are 'By account', 'By name', 'By group', and 'By sta'. A table with columns 'Order ID', 'Account', and 'Name' is visible at the bottom right.

4 Click "List All"



The screenshot shows a settings page with a header containing a gear icon labeled 'Settings' and a user profile icon labeled 'SYSTEM SUPPORT'. Below the header is a search bar with the text 'e'. To the right of the search bar are three buttons: 'View', 'View', and 'List All'. The 'List All' button is highlighted with an orange circle.

5 Click "Delete" next to the group you want to change



The screenshot shows a group management interface. At the top, there is a search bar with the text 'e' and three buttons: 'View', 'View', and 'List All'. Below the search bar is a table with the following columns: Group Name, Group type, Display Member, Group priority, Responsible Person Name, Responsible Person Phone, and Operation. The table contains two rows of data. The 'Delete' button in the 'Operation' column of the second row is highlighted with an orange circle.

| Group Name | Group type | Display Member | Group priority | Responsible Person Name | Responsible Person Phone | Operation |
|------------|------------|----------------|----------------|-------------------------|--------------------------|---------------------------------|
| FREEWAYPTT | Simplex | Yes | 10 | -- | -- | Member Modify Delete |
| New Group | Simplex | Yes | 5 | -- | -- | Member <u>Modify</u> Delete |

total , This is page 1



Click 'OK' if your browser asks for a confirmation of delete



Alert! This is permanent if you delete a group you will not be able to undo

6

Click "User List" to return to main screen.

The screenshot shows the 'Modify Group' interface. The top navigation bar includes 'User List', 'Data Center', 'Location', 'User Management', and 'Settings'. The 'User List' item is highlighted with an orange circle. Below the navigation bar, there are tabs for 'Fixed Groups' and 'Contacts'. A search bar is present. The main content area is divided into a left sidebar and a main panel. The sidebar shows a group 'FREEWAYPTT' with options for 'All', 'Online', 'Offline', and 'Group'. The main panel shows a 'Modify Group' form with a success message 'Modify successfully' and a table with the following fields:

| | |
|---------------------------|----------------------------|
| Please Select A Group: | NEW NAM |
| Group Name: | <input type="text"/> |
| Dispatcher Account: | User accot heard by the |
| Responsible Person Name: | <input type="text"/> |
| Responsible Person Phone: | <input type="text"/> |