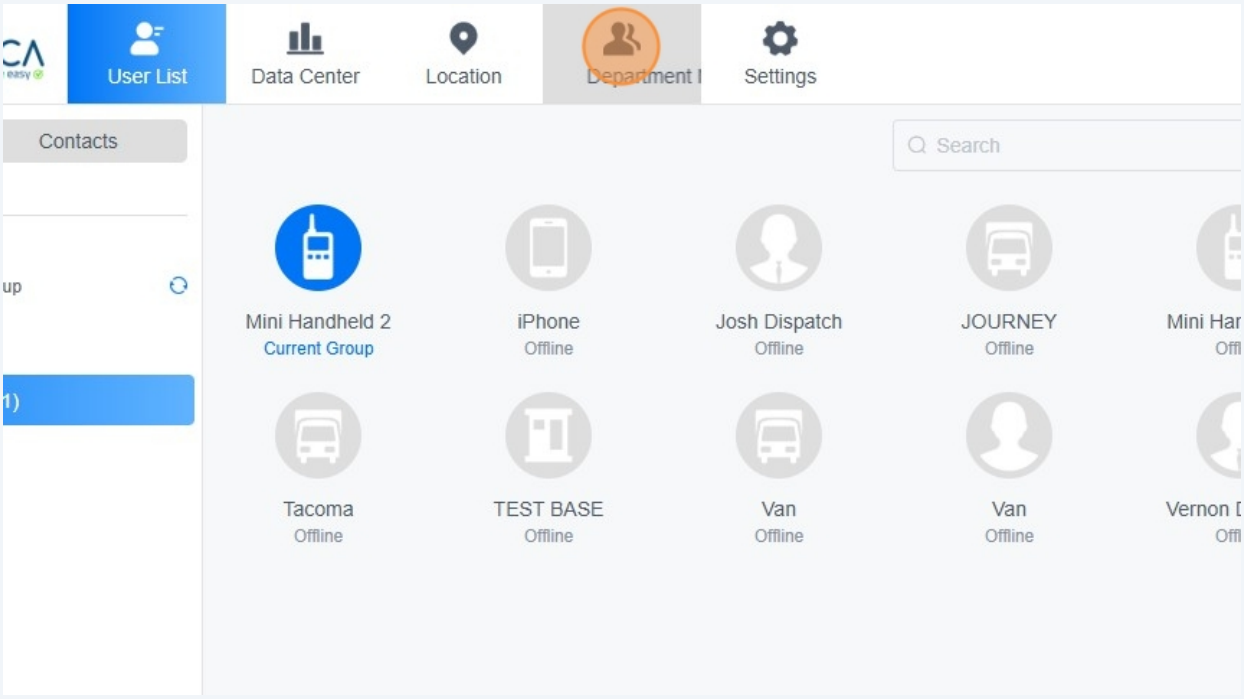
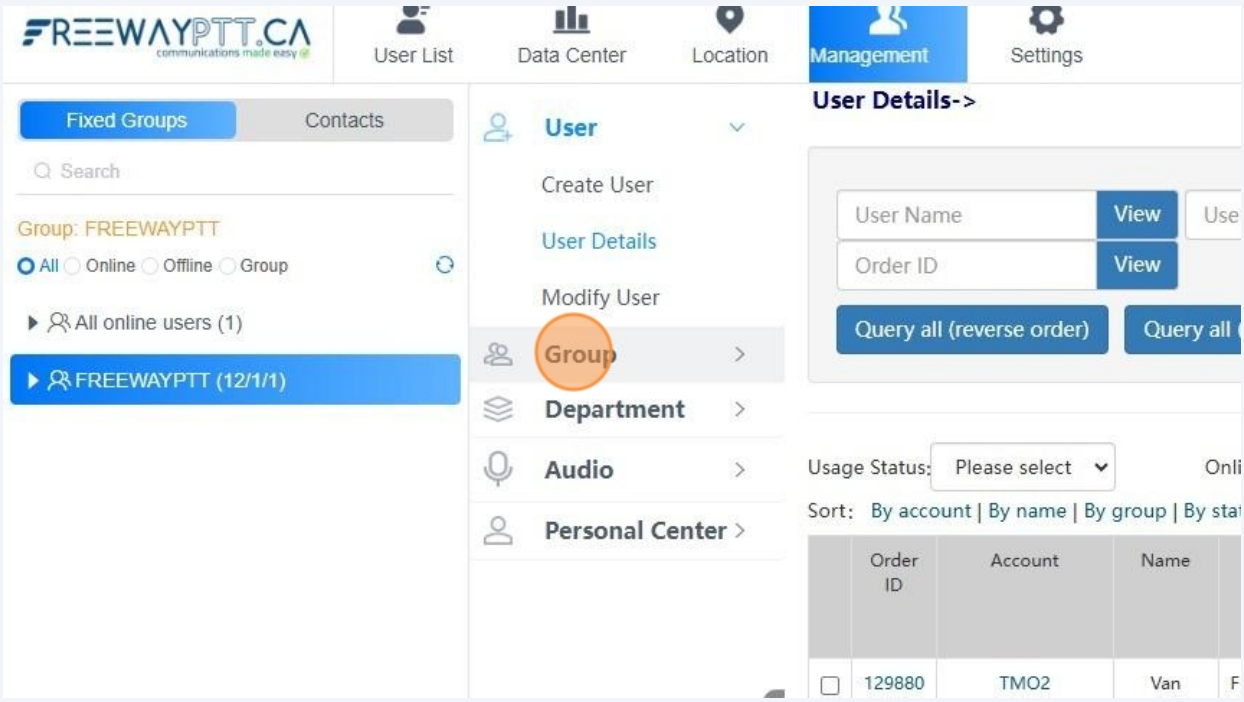
How to Delete a User Group

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.

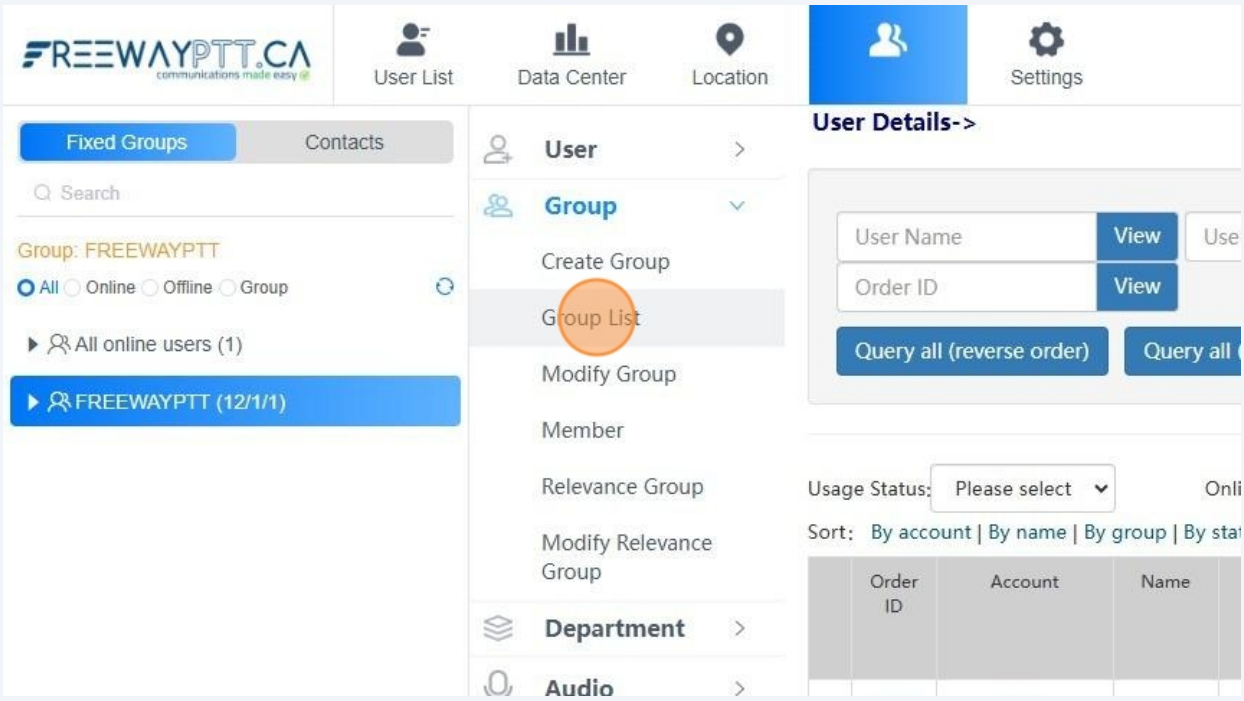
1 Click 'Department Management'



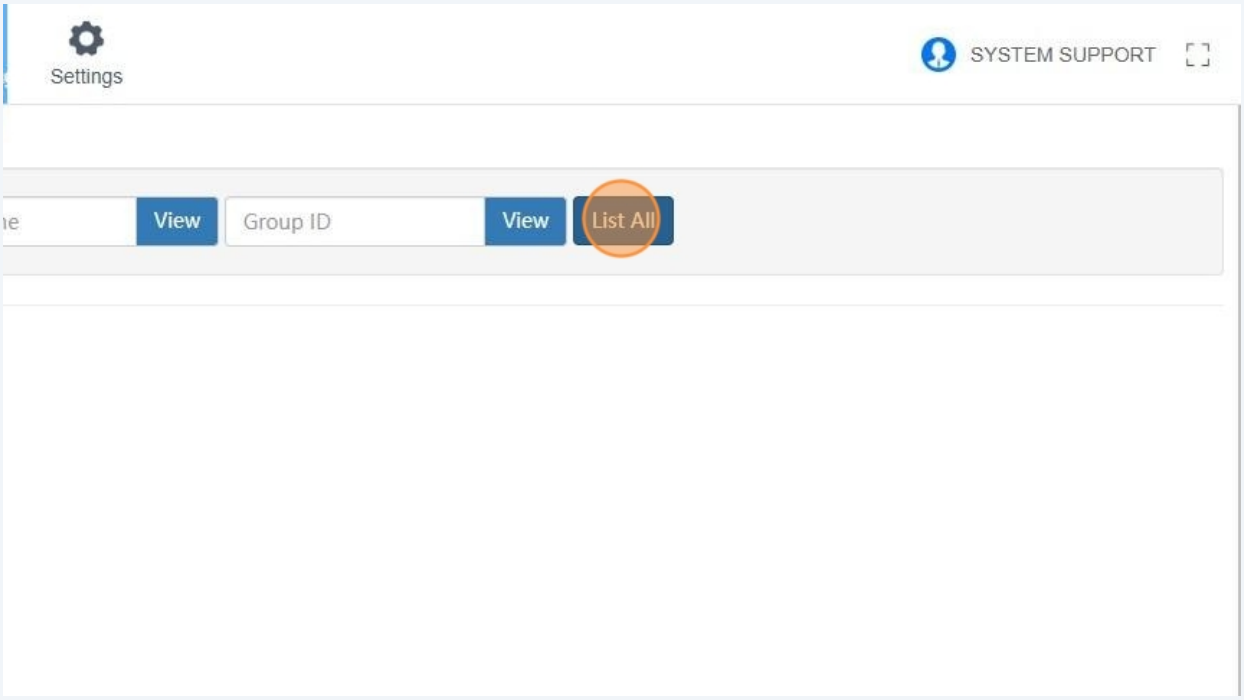
2 Click "Group"



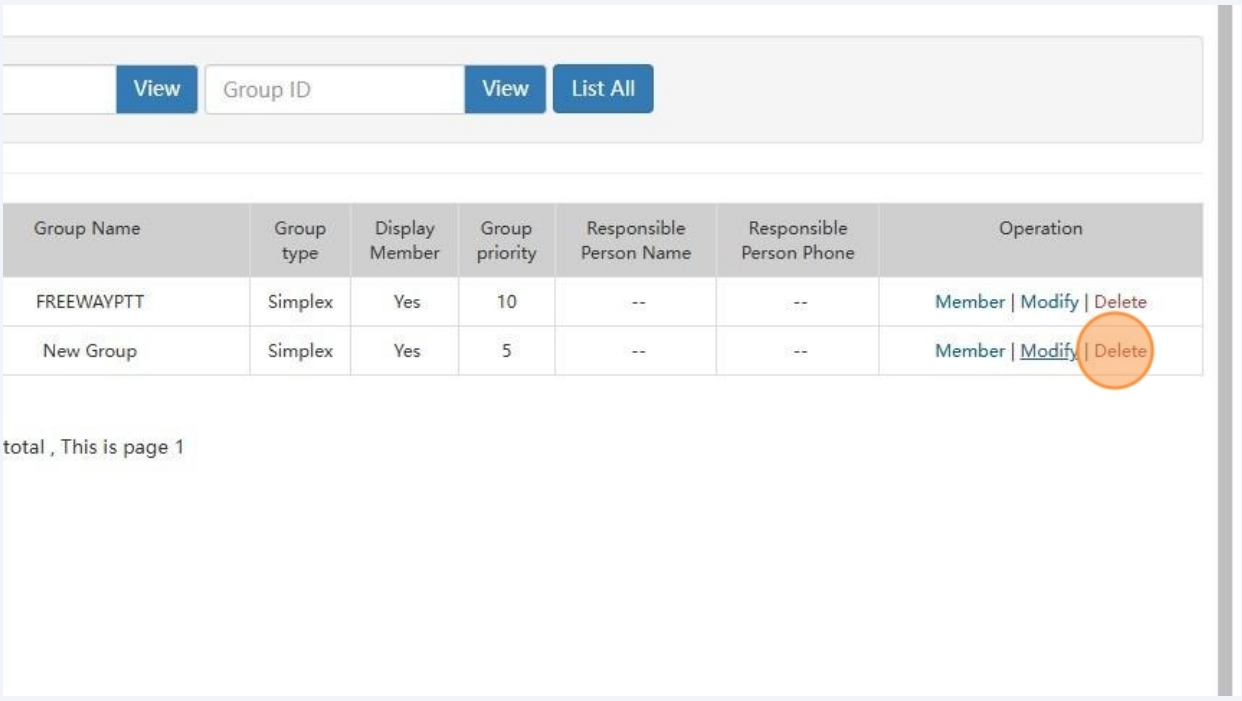
3 Click "Group List"



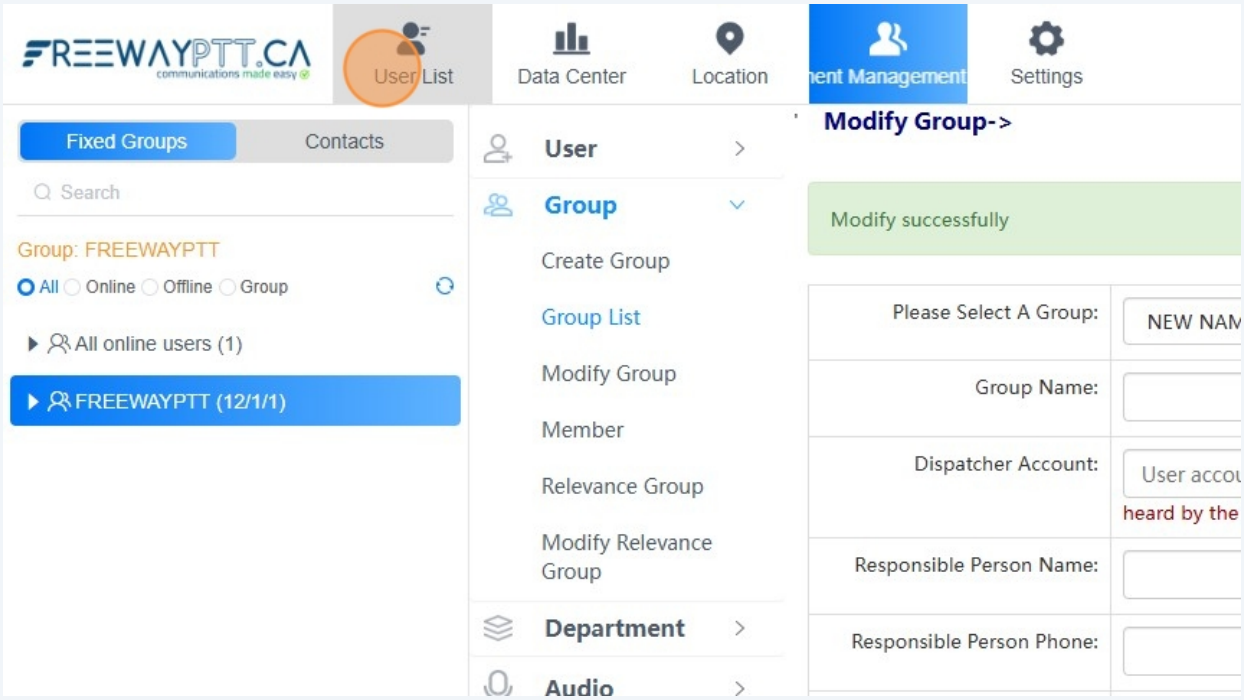
4 Click "List All'



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



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.