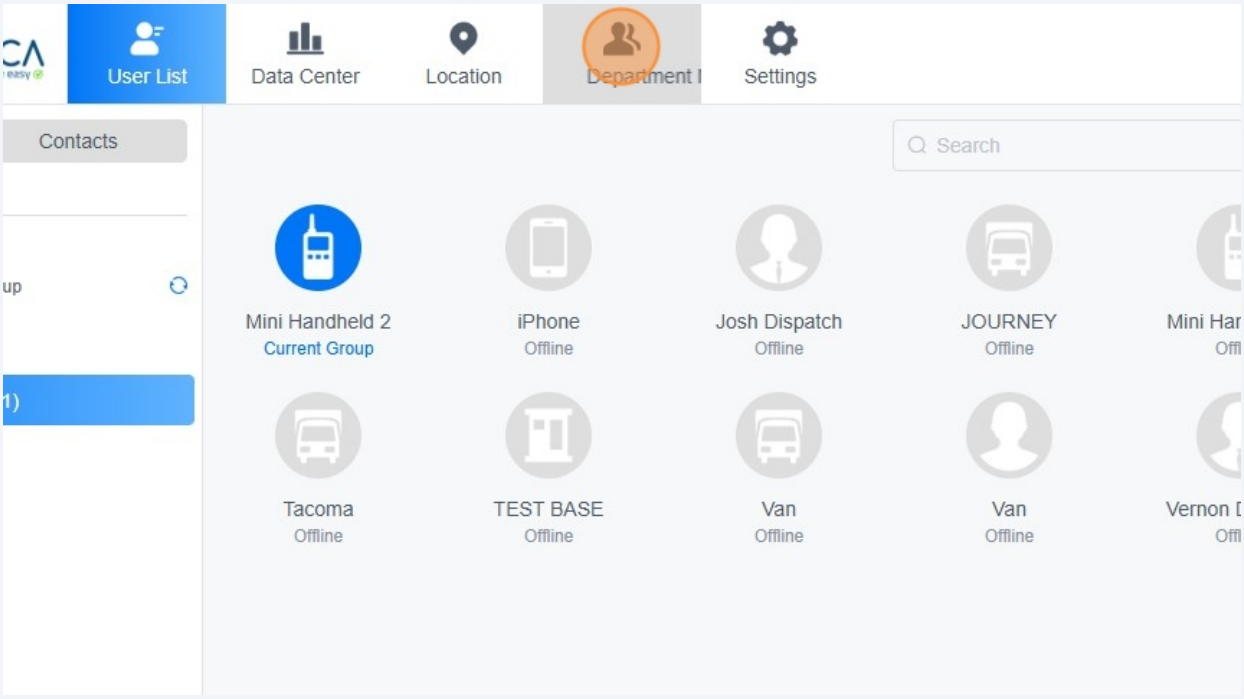
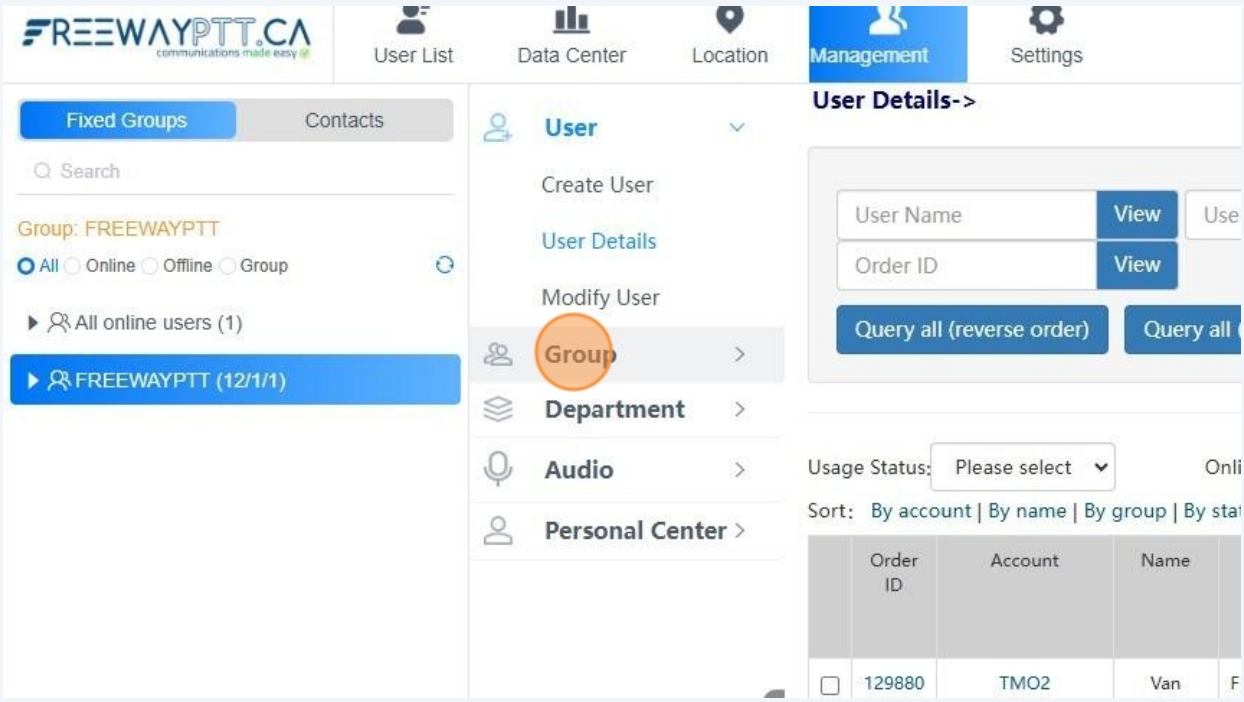
How to Rename a User Group

This guide provides a straightforward process for renaming a user group, making it easy for users to manage their groups effectively. By following the concise steps outlined, users can quickly update group names to reflect changes in their organizational structure or focus. This ensures better clarity and organization within the user management system, enhancing overall productivity.

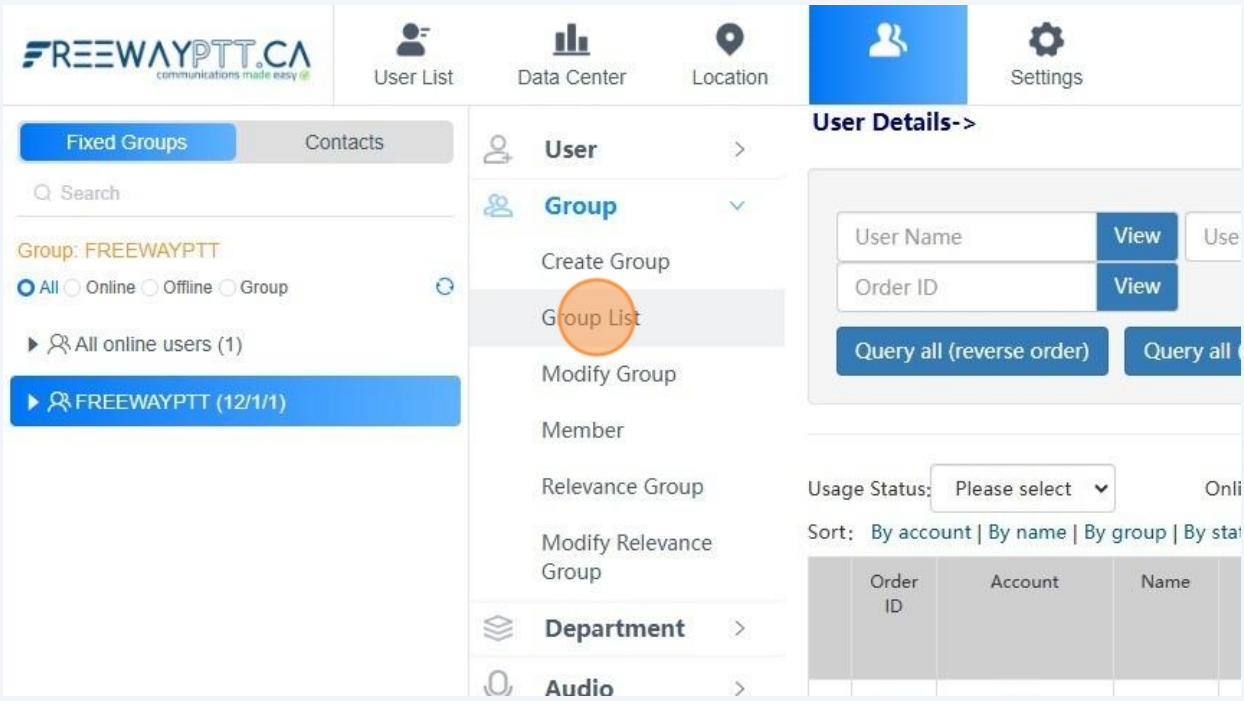
1 Click 'Department Management'



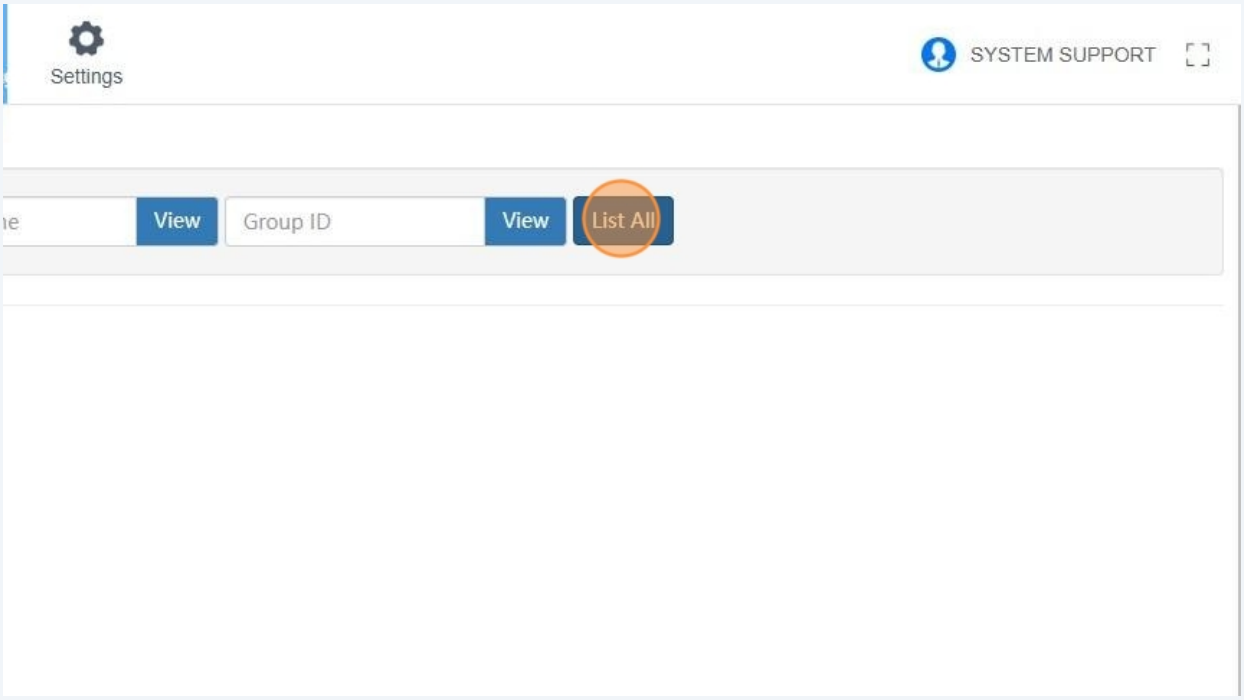
2 Click "Group"



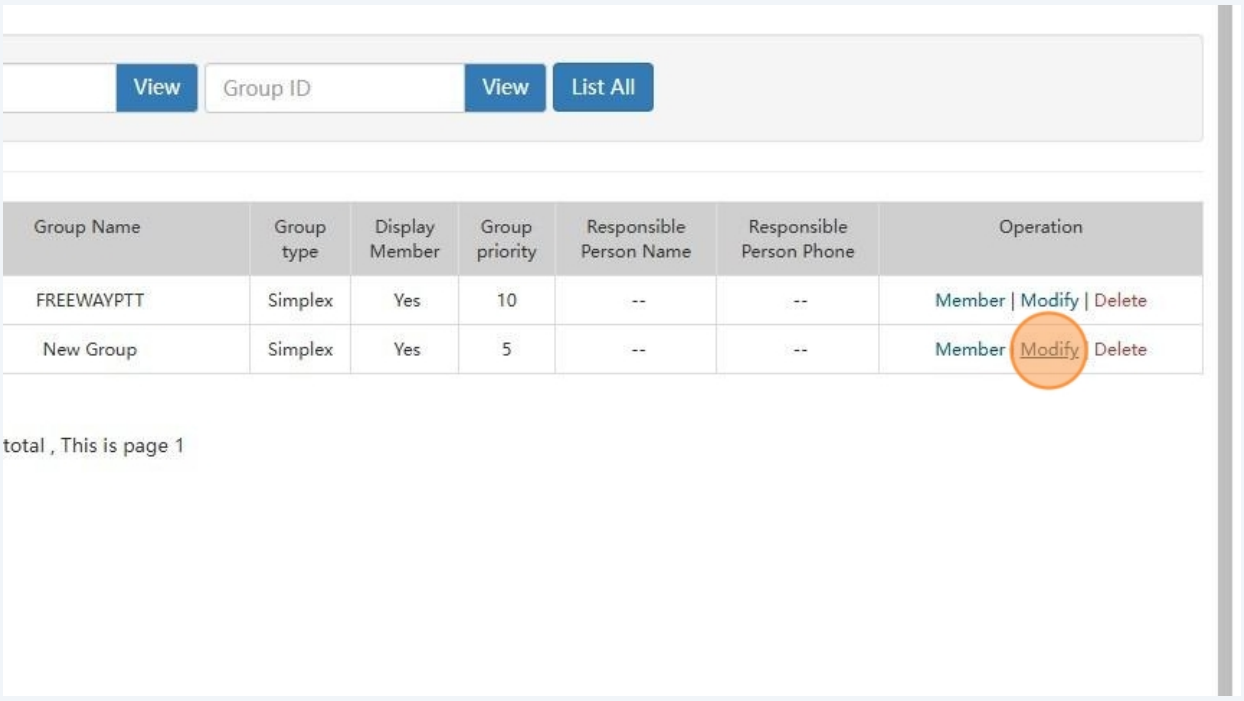
3 Click "Group List"



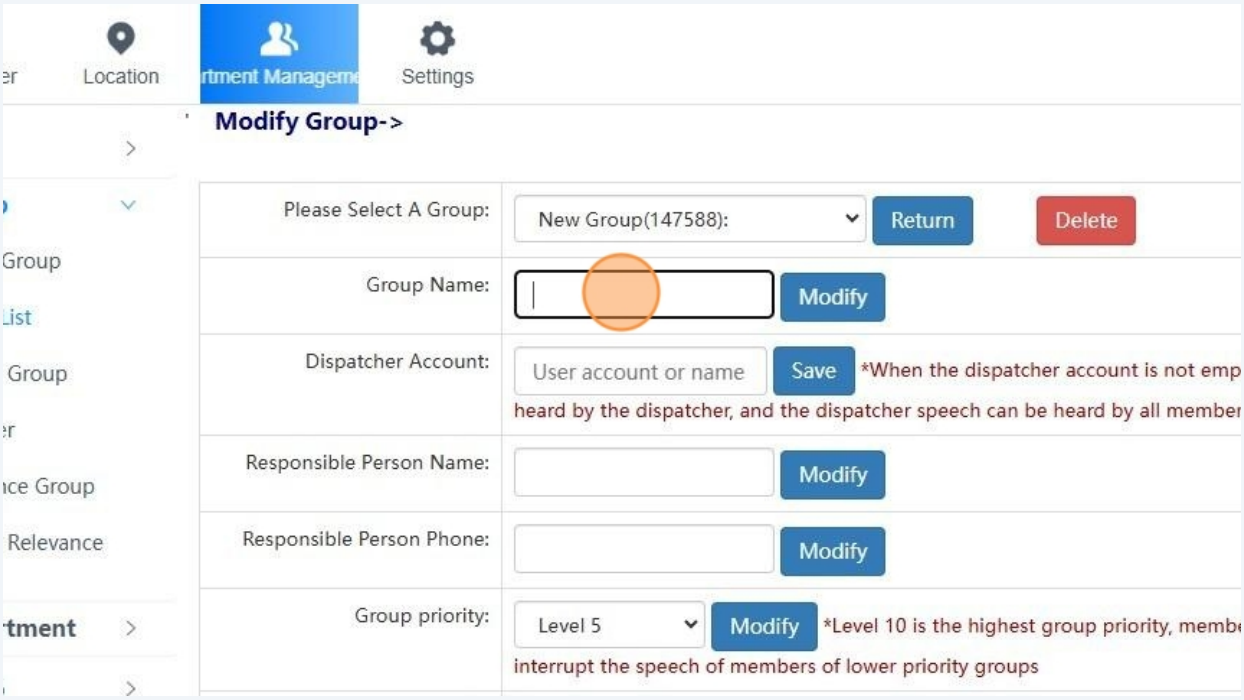
4 Click "List All'



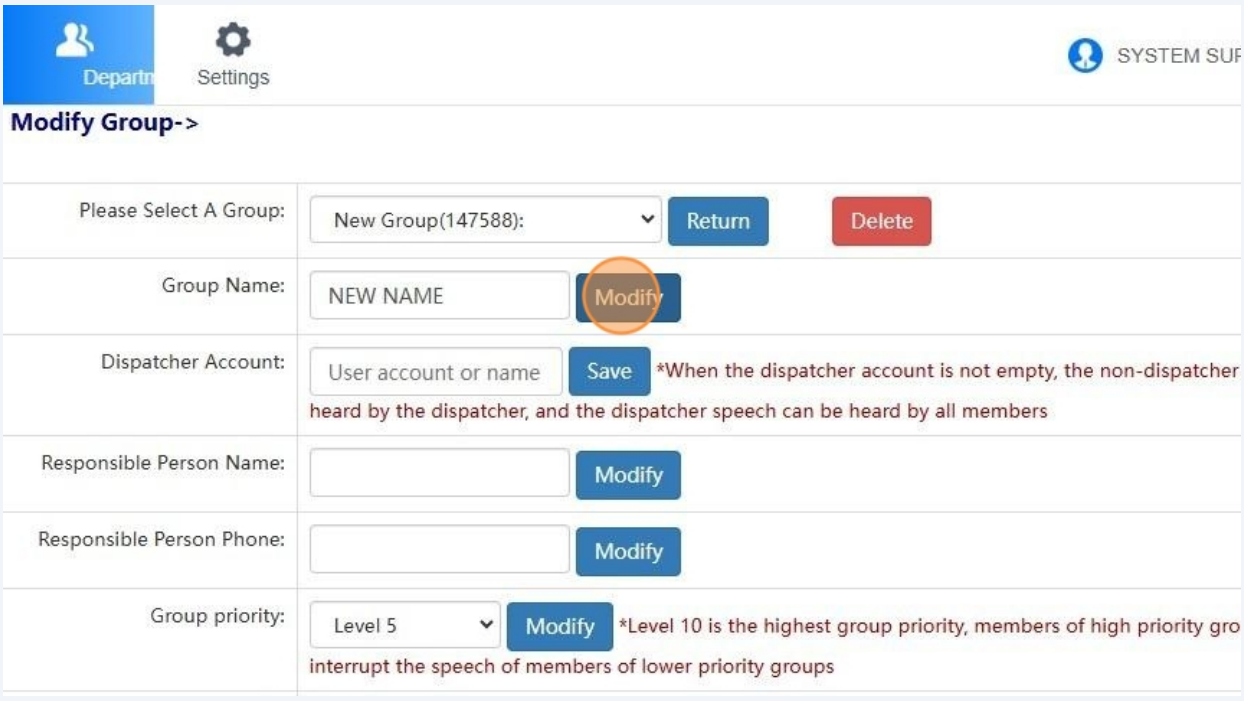
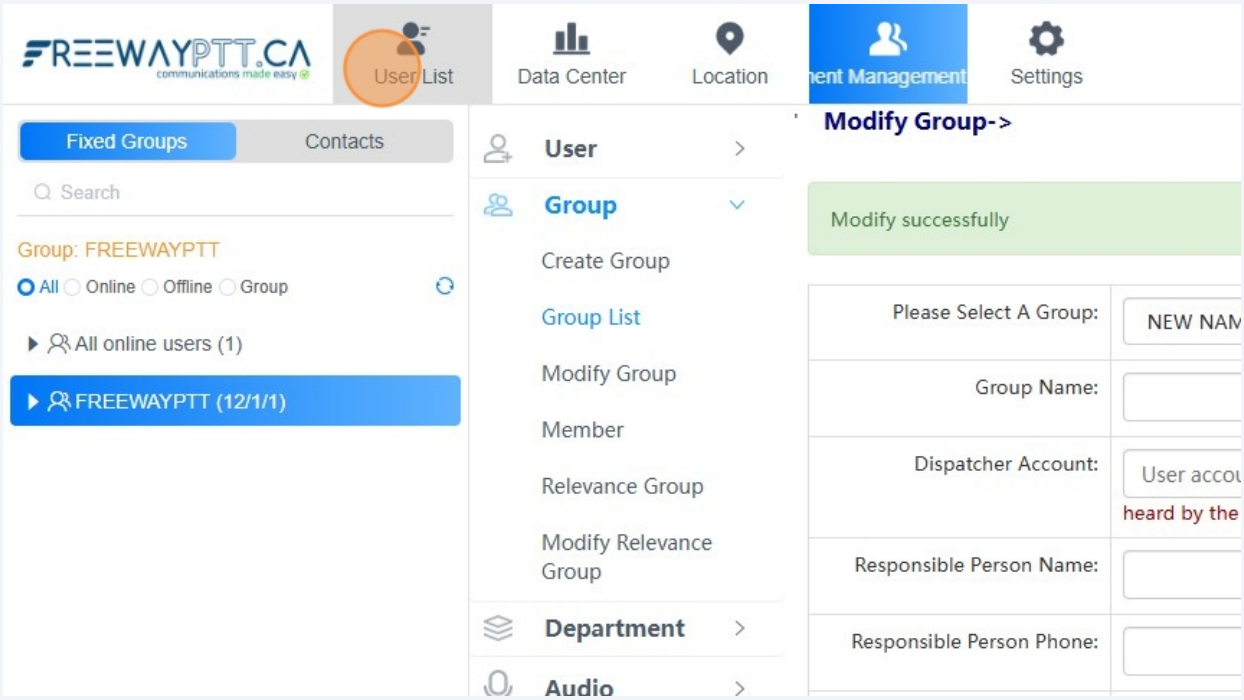
5 Click "Modify" next to the group you want to change



6 in 'Group Name:' field type the new name of the group



7 Click 'Modify'



8 Click "User List" to return to main screen.