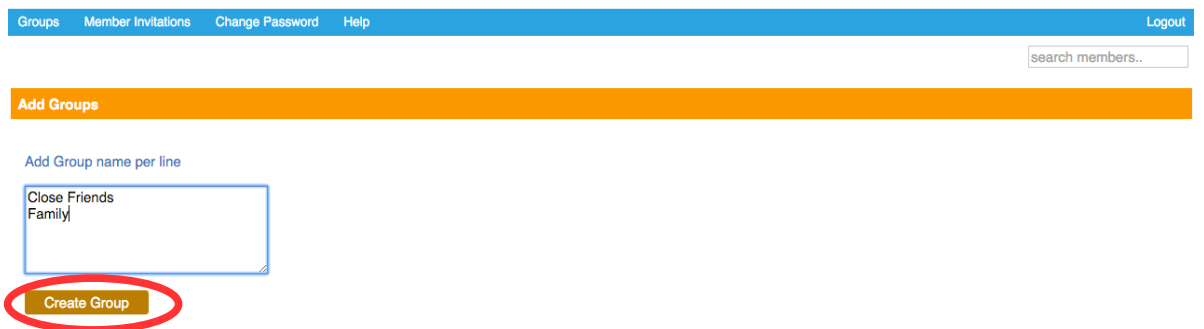# Creating Groups
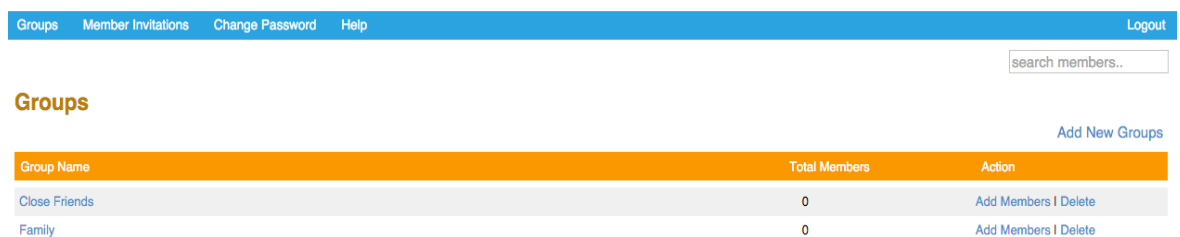
1. Click on *'Groups'* in the main Menu, it will take you to Groups page.
2. On Groups page click on *'Add New Groups'* link below search text box.

Groups	Member Invitations	Change Password	Help		Logout

search members..

Groups

Add New Groups

Group Name		Total Members	Action

No results to display!

3. Enter group name of your choice one per line in the text area, through this multiple groups can be created in one
4. Once done, click 'Create Group'.

Groups	Member Invitations	Change Password	Help		Logout

search members..

Add Groups

Add Group name per line

```
Close Friends
Family
```

Create Group

5. To see list of groups created by you, go to *'Groups Page'*, it will list groups you just created.

Groups	Member Invitations	Change Password	Help		Logout

search members..

Groups

Add New Groups

Group Name	Total Members	Action
Close Friends	0	Add Members I Delete
Family	0	Add Members I Delete

Adding Members to Group

1. Click on 'Groups' in the main Menu, it will take you to Groups page.
2. Click on 'Add Members' link in the action column, against the Group in which members are to be added.

3. In text area which appears on page, enter member mobile number, one per line.
4. Once done adding all members, Click 'Add Member'.

Changing Group's Name

1. Click on Groups in the main Menu, it will take you to groups page.
2. On groups page click on any group name.

3. Click on Edit link beside group name.

4. Enter New Group Name
5. Click Update.

Deleting Members From Group

1. Click on *'Groups'* in the main Menu, it will take you to Groups List page.
2. Click on any group name.

3. Click on *'Delete'* link in the action column, against member which needs to be deleted, it will delete the member.

Deleting a group

1. Click on *'Groups'* in the main Menu, it will take you to Groups page.
2. On Groups page click on Delete link in action column, against group which needs to be deleted, it will delete that group.

Searching Members

1. Enter name or number of the member in the search box and hit Enter, it will list member details, and groups in which searched member is present.

Export All Group Members

1. Click on *'Groups'* in the main Menu, it will take you to Groups page.

2. On Groups page click on 'Export' Link in action column, against group whose members need to be exported, it will download all the members of that group in csv format.