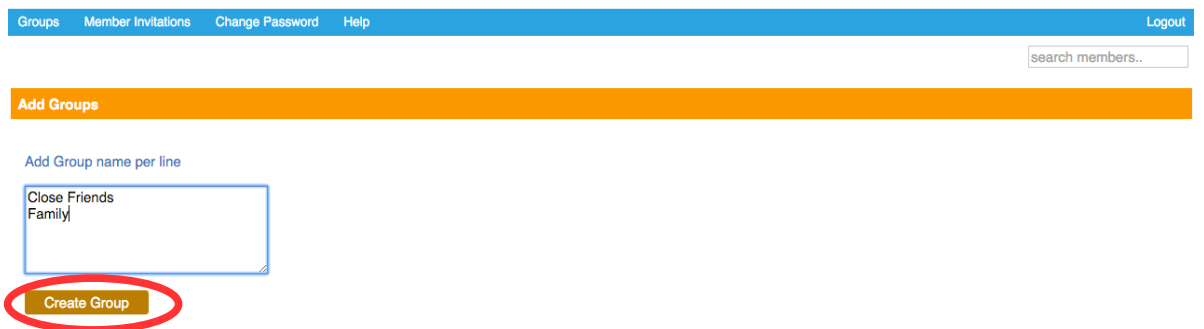


Creating Groups

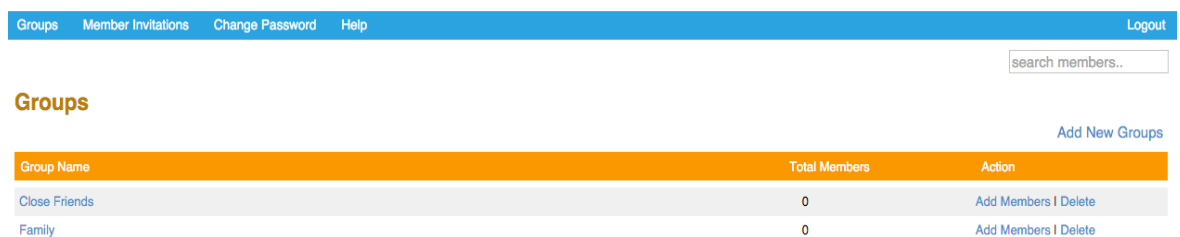
1. Click on '*Groups*' in the main Menu, it will take you to Groups page.
2. On Groups page click on '*Add New Groups*' link below search text box.



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'.



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



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.

Groups Member Invitations Change Password Help Logout			
<div>search members..</div>			
Groups Add New Groups			
Group Name	Total Members	Action	
Close Friends	0	Add Members Delete	
Family	0	Add Members Delete	

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

Groups Member Invitations Change Password Help Logout			
<div>search members..</div>			
Add Members to group Close Friends			
<div>Add member number per line</div> <div>9810012344 9810012345</div> <div>Add Member</div>			

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.

Groups Member Invitations Change Password Help Logout			
<div>9810012345</div>			
Groups Add New Groups			
Group Name	Total Members	Action	
Close Friends	2	Add Members Delete Export	
Family	0	Add Members Delete	

3. Click on Edit link beside group name.

[Groups](#) [Member Invitations](#) [Change Password](#) [Help](#) [Logout](#)

search members..

Group Name: Close Friends [\(Edit\)](#) [Add New Members | Export](#)

Mobile Number	Member Name	Action
00919810012344	Not Registered	Delete
00919810012345	Not Registered	Delete

4. Enter New Group Name

5. Click Update.

[Groups](#) [Member Invitations](#) [Change Password](#) [Help](#) [Logout](#)

search members..

Edit Group

Group Name:

[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.

[Groups](#) [Member Invitations](#) [Change Password](#) [Help](#) [Logout](#)

9810012345

Groups [Add New Groups](#)

Group Name	Total Members	Action
Close Friends	2	Add Members Delete Export
Family	0	Add Members Delete

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

[Groups](#) [Member Invitations](#) [Change Password](#) [Help](#) [Logout](#)

search members..

Group Name: Close Friends [\(Edit\)](#) [Add New Members | Export](#)

Mobile Number	Member Name	Action
00919810012344	Not Registered	Delete
00919810012345	Not Registered	Delete

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.

Groups Member Invitations Change Password Help Logout			
<input type="text" value="search members.."/>			
Groups Add New Groups			
Group Name	Total Members	Action	
Close Friends	0	Add Members	Delete
Family	0	Add Members	Delete

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.

Groups Member Invitations Change Password Help Logout			
<input type="text" value="9810012345"/>			
Groups Add New Groups			
Group Name	Total Members	Action	
Close Friends	2	Add Members	Delete Export
Family	0	Add Members	Delete

Groups Member Invitations Change Password Help Logout			
<input type="text" value="9810012345"/>			
Search results for '9810012345'			
Number	Name	Group Name	Action
00919810012345	Not Registered	Close Friends	Delete

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.

Groups Member Invitations Change Password Help Logout			
		<div>9810012345</div>	
Groups		Add New Groups	
Group Name	Total Members	Action	
Close Friends	2	Add Members Delete Export	
Family	0	Add Members Delete	