

Create and Edit a Group

#### SAP 101

# How Do I - Create and Edit a Group

## When to use

Use this guide when you have a group of Apps you frequently use to create a new custom group or edit an existing group.

## Create a new custom group

The table below details steps to create a new group and add Apps.

|  |  |
| --- | --- |
| Step | Action |
| 1 | Click Edit Home Page |
| 2 | Click Add Group Graphical user interface, application  Description automatically generated |
| 3 | Enter Group NameGraphical user interface, text, application, Word  Description automatically generated  Press Enter |
| 4 | Click + icon to add an App Graphical user interface, application  Description automatically generated |
| 5 | Select the group where you want to add an App |
| 6 | Click Pin icon to add to group  Graphical user interface, application  Description automatically generated  A system message will display to confirm the App has been removed from the group |
| 7 | Exit Edit Mode Graphical user interface, text, application  Description automatically generated |

## Edit a group to remove an App

The table below details steps to remove an App from an existing group

|  |  |
| --- | --- |
| Step | Action |
| 1 | Click Edit Home Page |
| 2 | Select the group where you want to remove an App |
| 3 | Select the App you want to remove, then the X icon  Graphical user interface, application  Description automatically generated  A system message will display to confirm the App has been removed from the group |
| 4 | Exit Edit Mode Graphical user interface, text, application  Description automatically generated |