Reminder: After 15 minutes of inactivity Tapestry will lock your session.

The Scenario:
Piper Ramsey is the owner of Beveled Mustang Woodworking. She recently took out a loan and purchased a vehicle for her business from another New Mexico resident. The title she has shows that she purchased it from *Horace Jasper* who previously purchased it from Julia Lawson. She would like to transfer the title and registration into her name.

In-State Title Transfer	
New Manager springboard	
As you recall in the last exercise, I started by accessing the Vehicle Management manager and after entering my VIN I was stopped. The good news is, that is the long way to perform an in-state transfer. We can bypass those steps by immediately accessing the Vehicle Customer springboard. Therefore, let's search for the following Vehicle Customer in the **Search** manager	
	Select **Search** manager

Search Manager	
There are a number of ways that we can efficiently search for a vehicle. We can search for a vehicle customer by their VIN. Since the new owner has presented the title to us, we have the VIN as a means to search for the vehicle, but, who wants to tediously type in a 17 digit number? That's why Tapestry allows us to search by the **Last 8 Characters of VIN** to make it faster.	
Search field	**8A039547**
Tapestry has returned 2 results. The first is a match to the **last 8 characters of a VIN**, as we expected. The second is for an individual who has an owner link with the vehicle bearing that portion of a VIN. Since we know that we would like to complete a vehicle transaction, we'll focus on the first result. Notice that there are two hyperlinks. Hyperlinks on the left of a search result navigate to customer springboards and hyperlinks on the right of a search navigate to account springboards. The **Vehicle Ownership** hyperlink is grey because the registration on this vehicle is expired. If you recall from my demonstration, I told you that all title activities take place on a **Vehicle Customer** springboard. Thus to do this New Mexico title transfer, we need to select the hyperlink that navigates to the **Vehicle Customer** springboard. Select with me now, the hyperlink which names the vehicle – it's year, make, and model.	
	Select **2008 Acur TL (PV)** hyperlink

Vehicle Customer springboard	
The first thing you'll notice on this Vehicle Customer Springboard is the indicator at the top of the Customer Attributes section.	
	Hover over **Vehicle Has Been Sold** indicator
This indicator is present because a previous owner submitted a **Notice of Vehicle Sold** form, but the title has not yet been transferred. That is the buyer's responsibility.	

Before we jump into the title transfer, let's explore the **Vehicle Customer** springboard more closely. As you saw in the demonstration, the Demographics tab and Accounts sub-tab display by default. This displays the current Vehicle Ownership Account ID, the expiration for that registration, the account's current balance. We also see the current owner's name and address. The next sub-tab is the Titles sub-tab.	
	Select **Titles** sub-tab
Here we can see information about all titles associated with this vehicle, past and present. It includes the type, issue type, status, application date, and issued date. If we needed to see what additional information appears on the title, we could select the **Title Number** hyperlink. Let's select the **Show History** header button to see if there are past titles associated with this vehicle.	
	Select **Show History** header button
Since no other titles display, we know that this title is the only New Mexico title this vehicle has had. Once we complete the Title Transfer, there will be another title and this one will be considered a historical record. Until now, the state has only stored the current title and registration so there will be no history to view at this time. Going forward, Tapestry will store all historical data as well as the current information. Let's move on to the Owners sub-tab.	
	Select **Owners** sub-tab
We only see a single owner, Julia Lawson, but let's select the **Show History** header button here as well to determine if there is a history of other owners.	
	Select **Show History** header button
As with the title, Julia is the only owner associated with this vehicle. Once we complete the Title Transfer, there will be another owner and this one will one considered a historical record. Last but not least, let's look at the odometer sub-tab.	
	Select **Odometer** sub-tab
Here we can see the details of all odometer readings for this vehicle. Note that the most recent odometer reading, captured when the vehicle was first titled in New Mexico is 175,424 miles. Let's now begin the title transfer by selecting the **Issuance Transaction** action button.	

Vehicle Customer springboard (cont.)	
	Select **Issuance Transaction** action button
We're trying to complete a title transfer, though, and that is still available. So let's select that **Transfer Title (and Registration)** hyperlink.	
	Select **Transfer Title (and Register)** hyperlink

VIN	
We are now on the **Transfer Title and Registration** activity springboard. Just like you saw in the demonstration, there is a **Section Outline** developing on the left. We are in the **Vehicle Details** section and **VIN** sub-section. Just as with the demonstration, we must first select a **Transaction Type** -- in this case a **Title Transfer.**	
Transaction Type	**Title Transfer**
Again, the new owner hands us the **Certificate of Title**.	
Document Acquired	**Certificate of Title**
Use the together exercise in front of you to enter the **Previous Title Number** and select New Mexico as the **Title State**.	
Previous Title Number	**1500102Z1001000**
Title State	**NM – New Mexico**
Tapestry does not check that the Previous Title Number matches the title number on the Vehicle Customer springboard, because they may have left New Mexico and returned with another state's title. All required fields in this sub-section are satisfied, so let's select the **Next** action button to proceed to the next sub-section.	
	Select **Next** action button

Vehicle Detail	
The next sub-section is the **Vehicle Detail** sub-section. Again, much of this information pre-populates from the Vehicle Customer springboard. Proceeding to the first required field, the **Primary Owner Type** for this vehicle will be a business.	
Primary Owner Type	**Business**
In this case, we're not going to change **Color 1** but since the vehicle was first titled, a second color has been added – Maroon.	
Color 2	**Maroon Burgundy**
We have an actual **Odometer Code** and can enter the mileage into the **Odometer Reading** field.	
Odometer Code	**Actual**
Odometer Reading	**17599**

Vehicle Detail (cont.)
Based on the **Odometer Reading** we entered, Tapestry has generated a hard-stop. The error flag explains that the reading must be greater than the previous reading. Recall that when we were looking at the Odometer sub-tab on the Vehicle Customer springboard, the odometer reading had been 175424 miles. It turns out, we mis-read the odometer statement and left off a 0 on the end. If we correct the reading, the hard-stop should disappear so that we can continue.

Odometer Reading	**175990**
This vehicle's distance is measured in miles so we do not need to change the **Units** field, and there are no **Brands** on the vehicle either. Moving down, this vehicle is not leased, so I will select **No** for that question.	
Is this a leased vehicle?	**No**
There is, however, a lien holder. So let's select **Yes** from the drop-down for that question.	
Is there a lienholder?	**Yes**
The new owner would like a registration as well as title, so we will leave the **Title Only** checkbox unmarked. Let's move on to Insurance Information. Use your exercise to enter the Company Name, Policy Number, Effective Date, and Expiration Date.	
Company Name	**Geico**
Policy Number	**72654146**
Effective Date	**08-25-17**
Expiration Date	**01-25-18**
With all fields in this sub-section satisfied, we can select the **Next** action button to continue.	
	Select **Next** action button

Transfer Information	
Suppose that after looking more closely at the title, we can see it is a double transfer. Julia Lawson actually signed it over to another owner before it was signed over to the new owner. In this case, enter the *most recent* **Purchase Type**, an individual – in state transfer.	
Purchase Type	**In State Transfer**
Then enter the most recent **Purchase Date** and **Purchase Price**	
Purchase Date	**08/01/2017**
Purchase Price	**7000**
Since my purchase price is less than the NADA value, Tapestry will then charge excise tax based on 80% of the NADA value. Now let's add information for the previous transfer by selecting the **Add Additional Transfer** hyperlink	

Transfer Information (cont.)	
	Select **Add Additional Transfer** hyperlink
Tapestry begins building a table to record transfers. Just as we saw with the Additional Owners table, this table behaves exactly the same as other tables you've seen throughout Tapestry. We have the same choices for the **Purchase Type** as with the most recent purchase. In this situation, it was another Individual – in state purchase.	
Purchase Type	**In State Transfer**
It is necessary to enter a purchase price for the original transfer, because Tapestry will calculate excise tax for both purchases.	
Purchase Price	**5000**
With all fields satisfied in this sub-section, let's select the **Next** action button to continue.	
	Select **Next** action button

Lien Holder	
We are now in the **Lien Holders** sub-section. As we'll see in a moment, this is to reflect the fact that a vehicle can have more than one lien holder. We're simply on the first. You may be wondering why I didn't have to address this sub-section during the demonstration exercise. This is because Tapestry generates this section based on our answer in the **Vehicle Detail** sub-section earlier in the activity. We are only seeing this here because we answered **Yes** to the lien holder question there. If it turned out that there was no lien holder, we don't need to navigate back to the Vehicle Detail sub-section.	
	Delete Lien holder action button
We can select this **Delete Lien holder** action button to remove the lien holder from the activity. There is a lien holder for this vehicle, though, so let's see what information Tapestry needs us to enter. First, we must enter the **Lien Holder Name**.	
Lien Holder Name	**Southwest Credit Union**
Then we need to enter the **Date Filed.**	
Date Filed	**08/25/2017**
Tapestry has generated a soft error. Recall that a soft error can either be corrected or reviewed before continuing. This error reminds us that statute says the file date should not be more than 10 days previous. While this error can be reviewed, effectively overridden, as a representative in the field it is best practice that you adhere to this statute and confer with your office manager if there is an exception. The error tells us to use today's date if the paperwork's date is more than 10 days past, so let's enter today's date 09/11/2017. One quick way to do this is using the Calendar icon and the Today action button.	
Date Filed	Select **Calendar** icon
	Select **Today** action button

Lien Holder (cont.)	
With the Date Filed field satisfied, we must now enter a Maturity Date.	
Maturity Date	**August 25 2020**
After providing the name of the lien holder and the dates associated with the lien, we need to enter the Lien Holder's address. The address functionality works the same here as in other places throughout Tapestry. The exception is that there is that Tapestry will allow you to enter an out-of-state address without special circumstances. Let's try that by entering Southwest Credit Unions address in Texas.	
Single Line	**1100 Commerce St Dallas Texas**
Remember, for out-of-state addresses, you must either provide Tapestry with both city AND state or simply zip-code. With all required fields satisfied regarding the lien holder, select the **Next** action button to continue.	
	Select **Next** action button

Lien Holders	
Let's take a moment to look at our **Section Outline.** We are now on the **Add a Lien Holder** sub-section. Above it, the sub-section no longer says "Lien holder", it is labeled with the lien holder's name. The sub-section we are currently gives us the option to add *another* lien holder. There is no limit to the number of lien holders a vehicle can have. However, it is not common to have more than one financial lien holder. So let's select the **No** action button to continue to the next sub-section.	
	Select **No** action button

Owner Information	
After entering lien holder information, Tapestry wants information about the vehicle's owner. Recall that we selected **Business** as the Primary Owner Type in the **Vehicle Detail** section. Therefore, Tapestry auto-populates the **Owner Type** field in this sub-section with Business/Non-Profit. Next we need to enter the **Legal Entity Type.**	
Does this business have an entity	**Yes**
Legal Entity Type	**LLC**
If the business is an owner for any other vehicle in Tapestry, we can pull in that business information just like we pull in individual owner information from a credential. We can enter the **CRS Id Number** and select the **Search for Owner** action button.	

Owner Information (cont.)	
So let's enter the **CRS Id Number** to see if Tapestry has any information to pull in from another vehicle's Ownership Account. Just as with a Social Security number, it is not necessary to enter the dashes.	
CRS Id Number	**13-318384-378**
	Select **Search for Owner** action button
Since the **Business Name** field does not populate, we know Tapestry does not have this business as an owner for another vehicle. So we'll enter it manually.	
Business Name	**Beveled Mustang Woodworking**
	Title Assignment section
Looking at the **Title Assignment** we can see that Tapestry has taken the business name and legal entity to populate the Title. The business owner would also like to be on the title for this vehicle. In order to add them, let's select the **Add Additional Owner** hyperlink.	
	Select **Add Additional Owner** hyperlink
So the **Owner Type** will be an individual and the owner would like the **Relationship** to be OR	
Owner Type	**Individual**
Tapestry generates the necessary fields for adding an individual owner, even before we select the **Relationship.**	
Relationship	**Or**
This individual does have a NM Credential, but she's willing to give us her **SSN**. So let's see how Tapestry can search for an individual based on that piece of information.	
SSN	**362-22-0047**
It is not necessary to enter the dashes when entering a Social Security Number within Tapestry and as usual, Tapestry masks the SSN once it is entered. Again, we'll need to tell Tapestry to conduct the search.	
	Select **Search for Owner** action button
Here we can see that Tapestry pulls in Piper Ramsey. We can also see that Tapestry has added her to the **Title Assignment** and the OR conjunction as well. There are no other owners to add to this vehicle so let's select the **Next** action button to continue.	
	Select **Next** action button

Owner Address	
Recall that the business owner for this vehicle is not currently in Tapestry. Therefore, Tapestry can't pull the business's address into this sub-section. So let's enter it into the **Single Line** field under Owner Physical Address.	
Single Line	**614 Arizona Ave 81082**
After tabbing off this field, we see that while the address verifies . . .	
	Highlight **Verified**

Owner Address (cont.)	
It turns out that the business and individual owner do have a New Mexico address to provide. So let's clear the address and enter the New Mexico address into the field.	
	Select **Clear Address** hyperlink
Single Line	**101 York Canyon Rd Raton**
There are two more address fields to satisfy before we can proceed. The first is whether or not the primary owner has the same Mailing Address. Since it is acceptable for a mailing address to be out of state, we will select No from the drop-down and enter that Trinidad, Colorado address from before.	
Is Owner's Mailing Address same as physical address?	**No**
Single Line	**614 Arizona Ave 81082**
Notice that Tapestry does not generate an error when entering an out-of-state address into the **Mailing Address** field. The business does not have a **Renewal Address** to provide so we will select YES from the drop-down menu.	
Primary Owner has same Renewal Address?	**Yes**
	Commuter Vehicle checkbox
As with the watch it, this vehicle is not a commuter vehicle to Bernalillo County for 60 days or more so we will leave this checkbox unmarked. With all address related fields satisfied in this sub-section, we can now select the **Next** action button to continue.	
	Select **Next** action button

Documents	
We've now completed the **Ownership** section and moved to the **Required Documents** section and **Documents** sub-section. This is the sub-section where we will scan and record the documents collected during the activity. The business did provide proofs of residency.	
Bill of Sale	Select **Collected** checkbox
Note the red text that tells us Scanning Required! Click to Scan. Let's select this hyperlink to simulate scanning now.	
	Select Scanning Required! Click to Scan hyperlink
If you have a scanner in your office you will select the **Scan** action button.	
Scan	Select **Scan** action button

Documents (cont.)	
Having "scanned" the documents we can select the **Complete Scanning** action button.	
	Select **Complete Scanning** action button
	Select **checkbox** for Bill of Sale
	Select **Next** action button

Registration	
Before we enter registration information into the activity, take a moment to observe the **Section Outline** and how it has grown since the beginning. Remember that we can select any of the sections or sub-sections to navigate back to those sections if we need to change or verify previously entered information. Presuming that everything is fine, however, let's start entering registration information into the activity. The business would like a **Standard Yellow Plate.** Let's select the **Plate Type** hyperlink in order to show Piper which plate she's selecting for her business.	
	Select **Plate Type** hyperlink
Like all drop-downs in Tapestry, you can either make a selection by scrolling through the choices or typing the selection directly into the field. Since this plate type will be towards the bottom of the list, let's begin typing in the name.	

Registration (cont.)	
Plate Type	**Yel**
You don't even need to type the entirety of "Yellow" before Tapestry filters directly to the desired choice. With **Standard Yellow Plate** highlighted in blue, in context, we can **tab** off the field to make that selection.	
	Select **Arrow** key down
And now Tapestry shows us a generic image of that plate. Let's select the **OK** action button to confirm our selection	
	Select **OK** action button
Tapestry automatically populates the **Plate Type** field with the selection we made. Next we need to select a **Registration Term** – Piper would like 2 years in this case.	
Registration Term	**2 Years**
Upon selecting a **Registration Term** Tapestry calculates the appropriate **Expire Date** and automatically populates it into that field. With all registration information fields satisfied, we can select the **Next** action button to proceed to the **Plate Information** sub-section.	
	Select **Next** action button

Plate Information	
Tapestry has searched the inventory assigned to you to determine the next Standard Yellow Plate in your possession. It turns out to be **511TLR.** Piper insists that she cannot possibly use a plate with 511 on it for her business's vehicle. This is one of those instances where you, along with a manager, can select the **Grab Next Inventory** action button. The business rules surrounding this option dictate that this should happen rarely and only for legitimate business reasons. That is why the manager override is necessary. Let's see how it works now.	
	Select **Grab Next Inventory** action button
Like I said, by-passing a plate number for a reason other than it is missing or damaged, requires a manager's override. Managers, after you have entered your own password and a note.	
Note	**Manager approved new plate**
	Select **OK** action button
With the manager override completed, Tapestry pulls in the *next* plate number: **512TLR**. Unlike when I marked the plate as **missing** in the demonstration, this does not remove 511TLR from your inventory. The next customer that selects a Standard Yellow Plate will be assigned **511TLR**.	

Plate Information (cont.)	
Managers will have a way to remove problem plates, like those containing 666, from inventory in order to avoid constant manager overrides. With an acceptable plate number assigned, we can select the **Next** action button to continue.	
	Select **Next** action button

Fees	
The final sub-section of the **Registration and Fees** section is the **Fees** section. Let's select the Vehicle Registration Fees **Expand** icon to see what makes up these fees.	
Vehicle Registration Fees	Select **Expand** icon
After informing the customer of the total, verify they have payment. If they cannot pay at this time, this is the sub-section where we can save the activity for finishing at a later time. Again, notice that in the **Fees** sub-section we do not have the **Submit** action button available. Assuming that Piper has the $483, select the **Next** action button to proceed to the **Summary** section. So at this time, you would send the information to the signature pad. We don't have any here in training so we'll simulate this step by selecting the **Bypass signature pad** hyperlink. There are no additional documents to collect so we can address the final element in this sub-section. We need to have the owner verify that what we enter into Tapestry is correct. Note that the Red X next to the action button has turned into a Green checkmark to show that the requirement has been satisfied. With all fields satisfied in this sub-section, let's select the **Next** action button to continue.	
	Select the **Bypass signature pad** hyperlink.
	Select **Next** action button

Summary	
This is the **Summary** section. All vehicle activities in Tapestry conclude with such a section that briefly outlines the information that was recorded within the activity. For example, this activity pertains to a passenger vehicle with this VIN, this year/make/model, is owned by this business and individual, and the total fees for the activity will be $483.00. Again, we're at the end of the transaction. Therefore the **Next** action button is not selectable. The **Save** action button is also no longer an option. You'll need to go back at least one section in order to save the activity. If everything is correct, select the **Submit** action button to complete the Title Transfer.	
	Select **Submit** action button

Vehicle Customer springboard	
Since our activity started from the **Vehicle Customer** springboard, that is where Tapestry automatically navigated to. You should notice a few differences from when we first began. First, the Account number in the Customer Attributes section is no longer identified by a license plate number. At this time it is just a system generated number. Similarly, the Account ID that is blue and active in the **Accounts** sub-tab is the same system generated number. Secondly, the previous license plate number is grayed out, signifying that it is a historical record and inactive. Let's look at the sub-tabs we investigated before starting the transfer to see how they have changed. First, the **Titles** sub-tab.	
	Select **Titles** sub-tab
Based on the sub-tabs counter and what we see there is only one title. In case you're thinking that doesn't sound right, after all the vehicle already had a title – shouldn't there be two now? Here we see the title we are in the process of issuing. Note that it does not have an Issued date yet, only an Application date. If we want to view the previous title, we need to select the **Show History** header button.	
	Select **Show History** header button
Now we can see the previous title. It is gray because it is inactive. We can also see that it's status is cancelled, and today's date is the Cancelled date. Let's move on to the **Owners** sub-tab.	
	Select **Owners** sub-tab
This sub-tab has been updated similarly to the Titles sub-tab. We can see the lienholder we just entered, the Business that is the primary owner, and the individual that is the secondary owner. We can even see that the relationship is an OR. If we want to see information regarding the previous owners, we can select the **Show History** header button to do so.	
	Select **Show History** header button
Now we can see Julia Lawson as well, but her record shows a Cease date for her ownership. Skipping down a few sub-tabs, let's select the **Odometer** sub-tab. It's counter shows a **2**.	
	Select **Odometer** sub-tab
Here we see both odometer readings, from the first title activity and the one we just completed. The reason one of them isn't grayed out is because the first is still a valid reading from that date – January 01, 2015. Since it is still a valid reading, it will not gray out and become a historical record. Before we take payment for this title transfer, let's navigate to the Vehicle Ownership Account springboard to see how it has changed.	
Customer Attributes	Select **Account ID** hyperlink

Vehicle Ownership Account springboard	
Notice the registration status is in red type and listed as **Expired**. It has not been updated with the new registration status because it has not yet been paid for. Even though the registration status is not yet active, the Owners Section has been updated to reflect the new lienholder and owners of the vehicle. Notice the **Account Registration History** in the Registration sub-tab**.** Since this is a brand new account, there is only one item in the list. It is a transfer and the listing includes information about when the registration will be valid, its expiration date, the plate type, plate ID, and which office issued the registration. We can now take a payment by selecting the **Accept a Payment** action button at the top of this springboard.	
	Select **Accept a Payment** action button
Individual Payment Type	Select **Cash** hyperlink

Cashiering Payment	
Let's enter $500 in the tendered field.	
Tendered	**500**
Tapestry will calculate our change as needed.	
	Select **Save** action button

Cashiering Interaction	
Notice the **Titles to Print** section. This is where the control number for the title is assigned. Verify the Control Number under the Titles to Print section is the same Control Number on the next Title Stock in your Inventory. If the title with the control number displayed falls into either situation, selecting the **Correct** hyperlink will allow you to print on different title stock. For this exercise, however, let's assume the title stock is fine and I can proceed to printing.	
	Select **Quick Print** header button.
Some of you may have received a message telling you the Web Browser is not currently allowing pop-ups. If so, select the Pop-Up icon in the URL bar. From there you will need to allow Pop-Ups for this site and open the print job PDF's. If you are having issues, let us know and we can make sure your settings are correct. The first print job, the furthest browser tab from Tapestry, is for any and all registrations.	
	Close Registration **IE tab**
The second print job is for any and all titles. At this time, you will load the title stock in the correct order and print all of them at once. Upon printing, double check to make sure the Control Number printed matches what was pre-printed on the Title Stock.	
	Close Title **IE tab**
The print job closest to the Tapestry browser tab prints anything else that needs to be printed on regular paper. Here we can see the pre-filled Vehicle Title/Reg Application and the cashiering receipt.	

Cashiering Interaction (cont.)	
	Close **IE tab**
Just as with Driver Services, to exit the Cashiering Interaction springboard and return to the springboard where you initiated your payment from, select the **OK** action button in the upper right corner.	
	Select **Ok** action button

Vehicle Ownership Account springboard	
We are now returned to the Vehicle Ownership Account springboard. Let's take note of how things have changed. 1) The balance is now 0. 2) There is now an Expires date in addition to the commence date 3) There is now a Title status 4) The Registration status is now active 5) The Insurance Status is now active 6) The Account ID in the Account Attributes section has been replaced with the Plate number and Plate Type 7) In the Account Registration History, the type no longer reads Transfer; it is now considered a New Reg. If we look at the **Owners Section** of the **Vehicle Ownership Account** springboard, you'll notice that the lienholder and primary owner are simply black text. Only the secondary owner, Piper Ramsey, is a hyperlink. This is because only she has a customer springboard within Tapestry. Let's select this hyperlink to see how it navigates to the **Individual Customer** springboard for this owner.	
Owners Section	Select **Piper Ramsey** hyperlink

Individual Customer springboard	
Here on the **Individual Customer** springboard I want you to pay attention to the **Accounts** sub-tab. Notice that there are two accounts listed. One is a Credential Account Type, Piper's NM Credential. The other is the **Vehicle Ownership Account**. However, you'll notice that beside the **Account** Id, the Plate Number, is a chain **Link** icon. This is to signify that this individual is ***linked*** to the **Vehicle Ownership Account**. That account does not ***belong*** to the individual. We can discuss this distinction more as the class progresses, but for now, let's navigate back to the Vehicle Customer Springboard by selecting the **Year/Make/Model/VIN** in the Navigation Panel	
Account ID	Select **512TLR** hyperlink
VIN	Select **19UUA66268A039547** hyperlink

Vehicle Customer springboard	
Here on the Vehicle Customer springboard, there are also some changes to note. In particular, notice that the Ownership Account we created by registering a new license plate to the vehicle is now denoted by that plate number – both in the Customer Attributes section and in the list of Accounts. Again, just as with Driver Services, I can return to the Search Manager by selecting the Close Group icon in the Navigation Panel. This will often be preferable to going back to the New Manager springboard because you will either want to search for another customer or initiate a new issuance transaction. Both can be done on the Search Manager, so let's select the **Close Group** icon together.	
Navigation Panel	Select **Close Group** icon