

# How to Add an Entity Group

1. On user's menu panel, go to **Common Info** folder then click **Entity Group**
2. Click the **New** button on search screen
3. Enter a **Group Name**
4. Select users in the grid. Note that Entity No will be automatically filled.
5. Click the **Save** button

Entity Group - Group Ent A

New Save Refresh Delete Undo Close

Group Name: Group Ent A

Remove

View

Filter Records (F3)

<input type="checkbox"/>	Name	Entity No.
<input type="checkbox"/>	iRely User-1	1005241
<input type="checkbox"/>	IRELY ADMIN	
<input type="checkbox"/>		

Ready

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