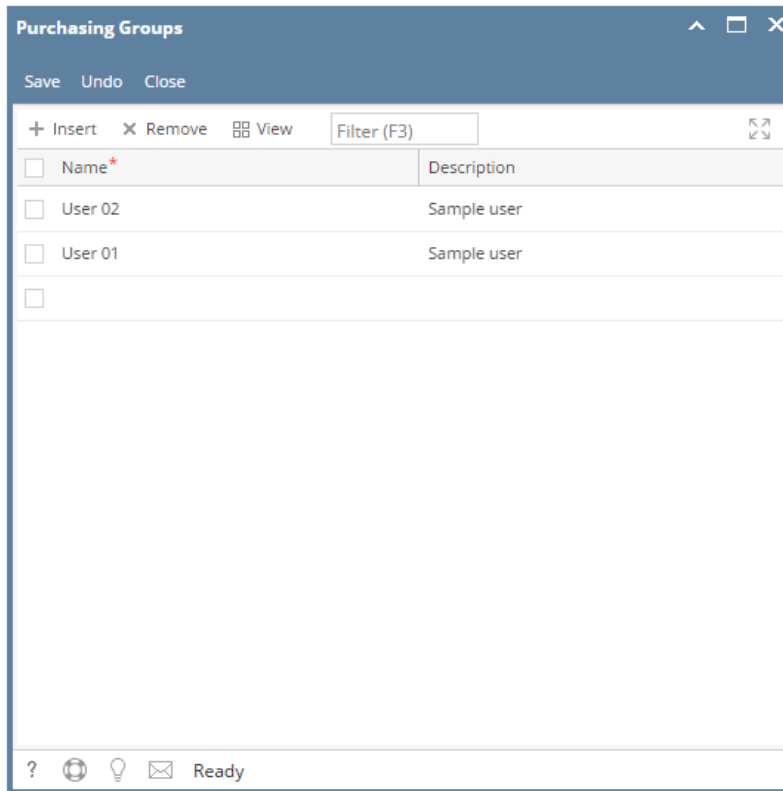


# How to Add a Purchasing Group

1. On the user's menu panel go to **Common Info** folder then click **Purchasing Groups**
2. Click the **Insert** button to add a new blank row
3. Enter the **Name** and **Description** of the group



The screenshot shows a window titled "Purchasing Groups" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with "Save", "Undo", and "Close". Below the menu bar is a toolbar with buttons for "+ Insert", "X Remove", "View" (with a grid icon), and a "Filter (F3)" text box. The main area of the window contains a table with two columns: "Name" (marked with a red asterisk) and "Description". The table has three rows of data: "User 02" with "Sample user", "User 01" with "Sample user", and a blank row. Each row has a small square checkbox to its left. The status bar at the bottom shows icons for help, settings, and a lightbulb, followed by the text "Ready".

<input type="checkbox"/> Name*	Description
<input type="checkbox"/> User 02	Sample user
<input type="checkbox"/> User 01	Sample user
<input type="checkbox"/>	

4. Click the **Save** button once done