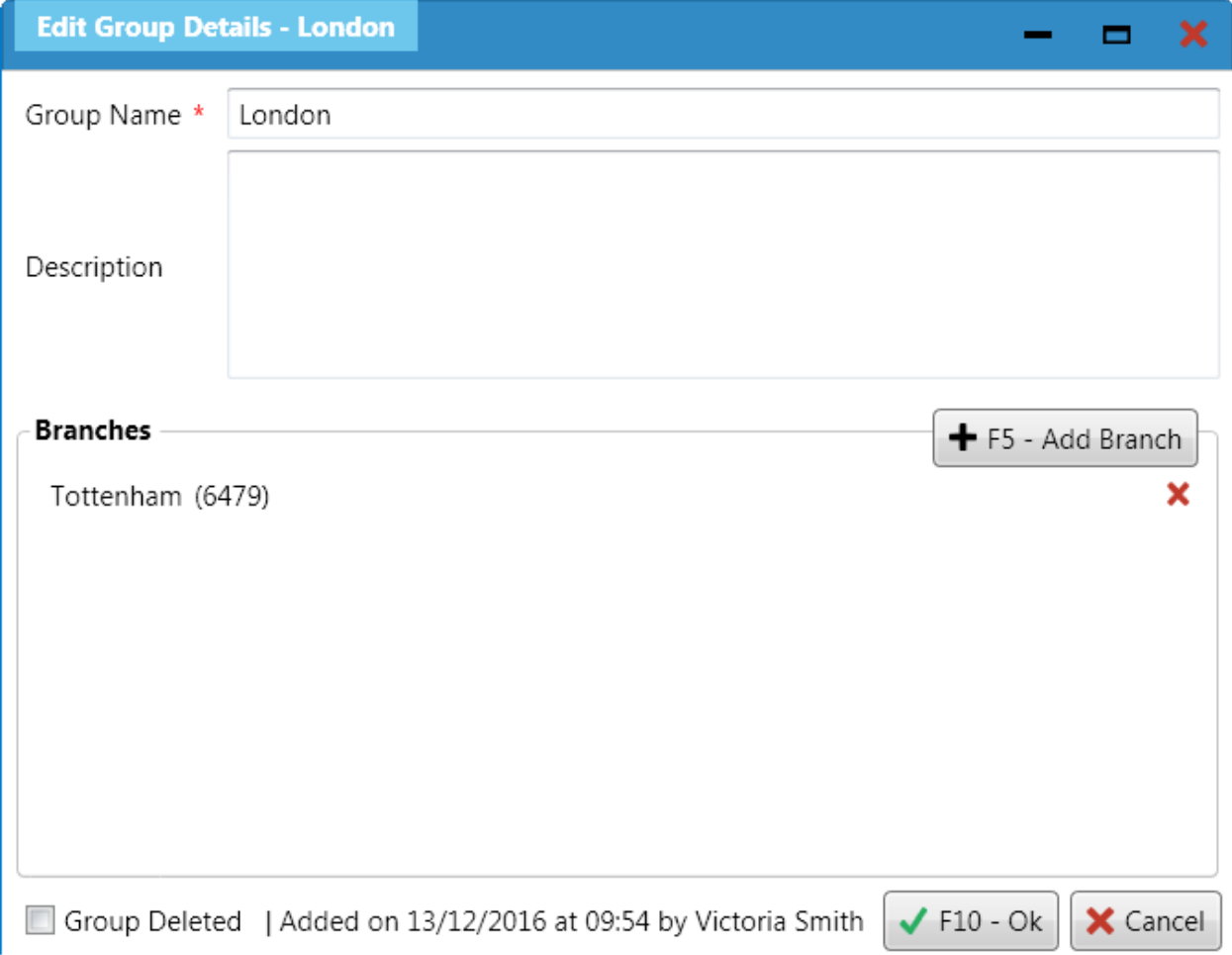# Deleting/Restoring a Group

Deleting a Group

1. From the Groups Manager, highlight a group in the grid and press **[F2 – Edit Selected Group]**.
2. The Edit Group Details window displays.
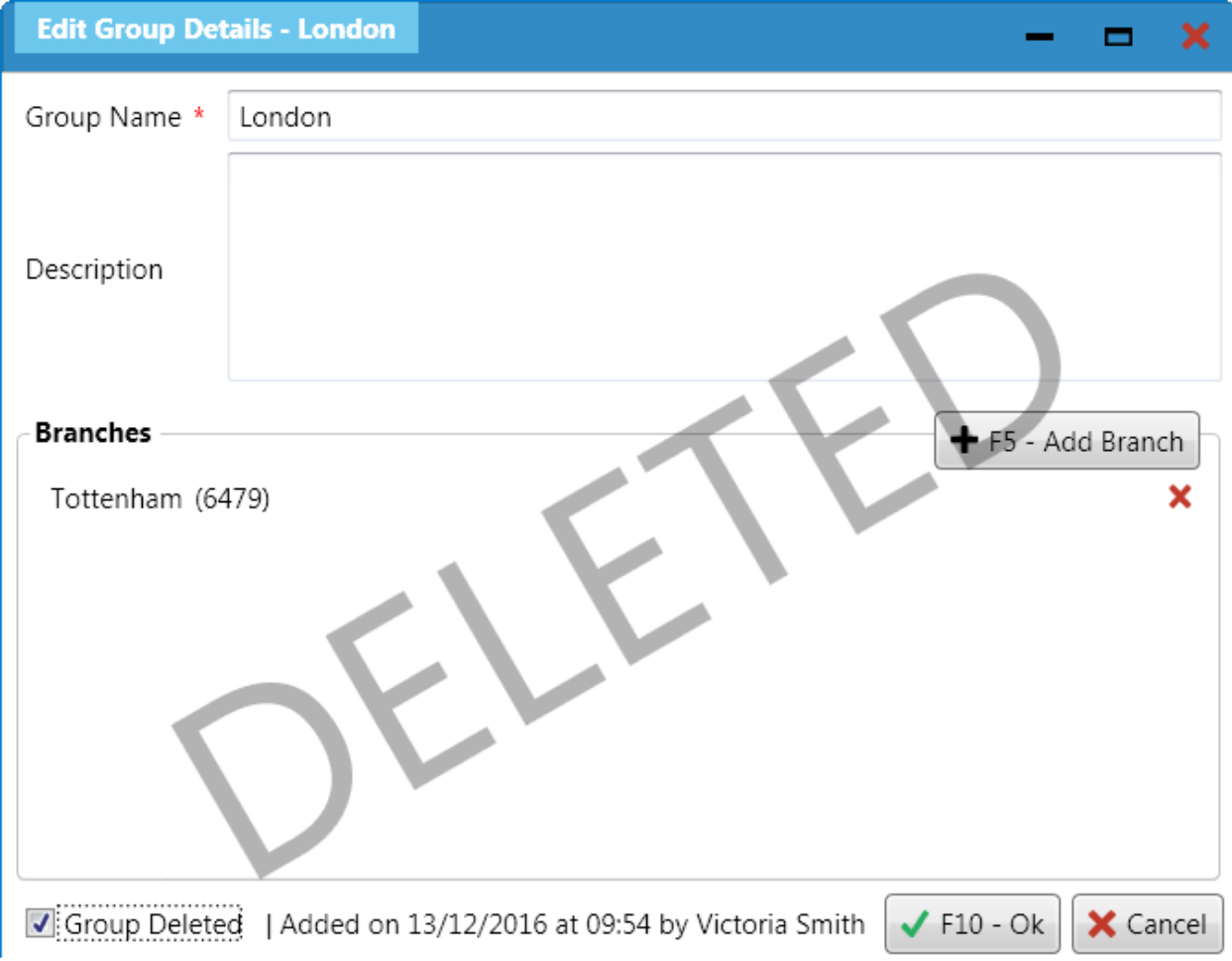
3. Select the ☑ Group Deleted tick box.
4. A Deleted watermark displays across the window.
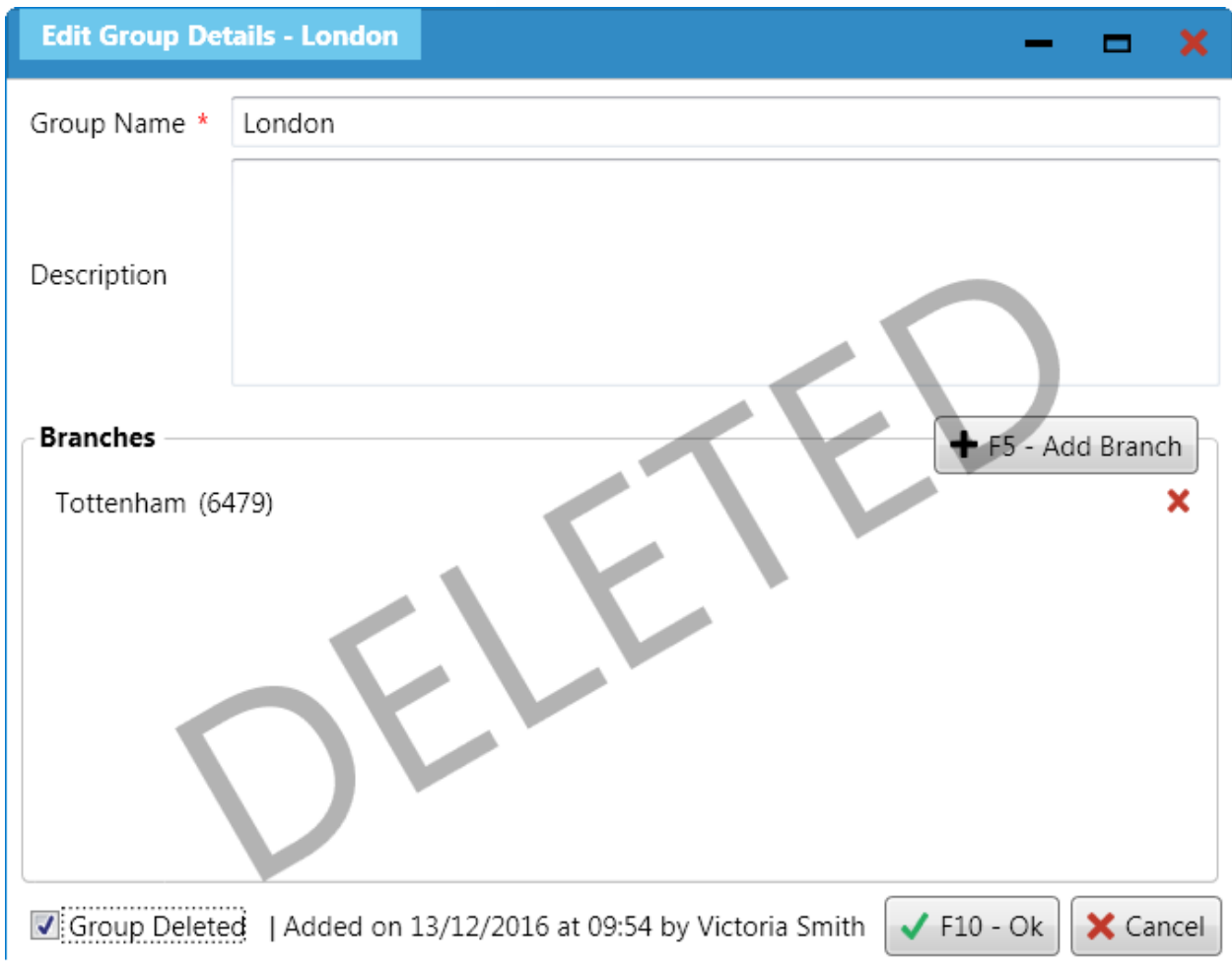
5. Press **[F10 – OK]**.

Restoring a Deleted Group

1. From the Groups Manager, select the tick box.
2. Any deleted groups now display with a DELETED tag.
3. Highlight the group you want to delete and press **[F2 – Edit Selected Group]**.
4. The Edit Group Details window displays.

5. Deselect the *Group Deleted* tick box in the bottom left-hand corner of the window.
6. The DELETED watermark is removed.
7. Press **[F10 – Save]**.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	15/08/2023		Joanne Hibbert-Gorst

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