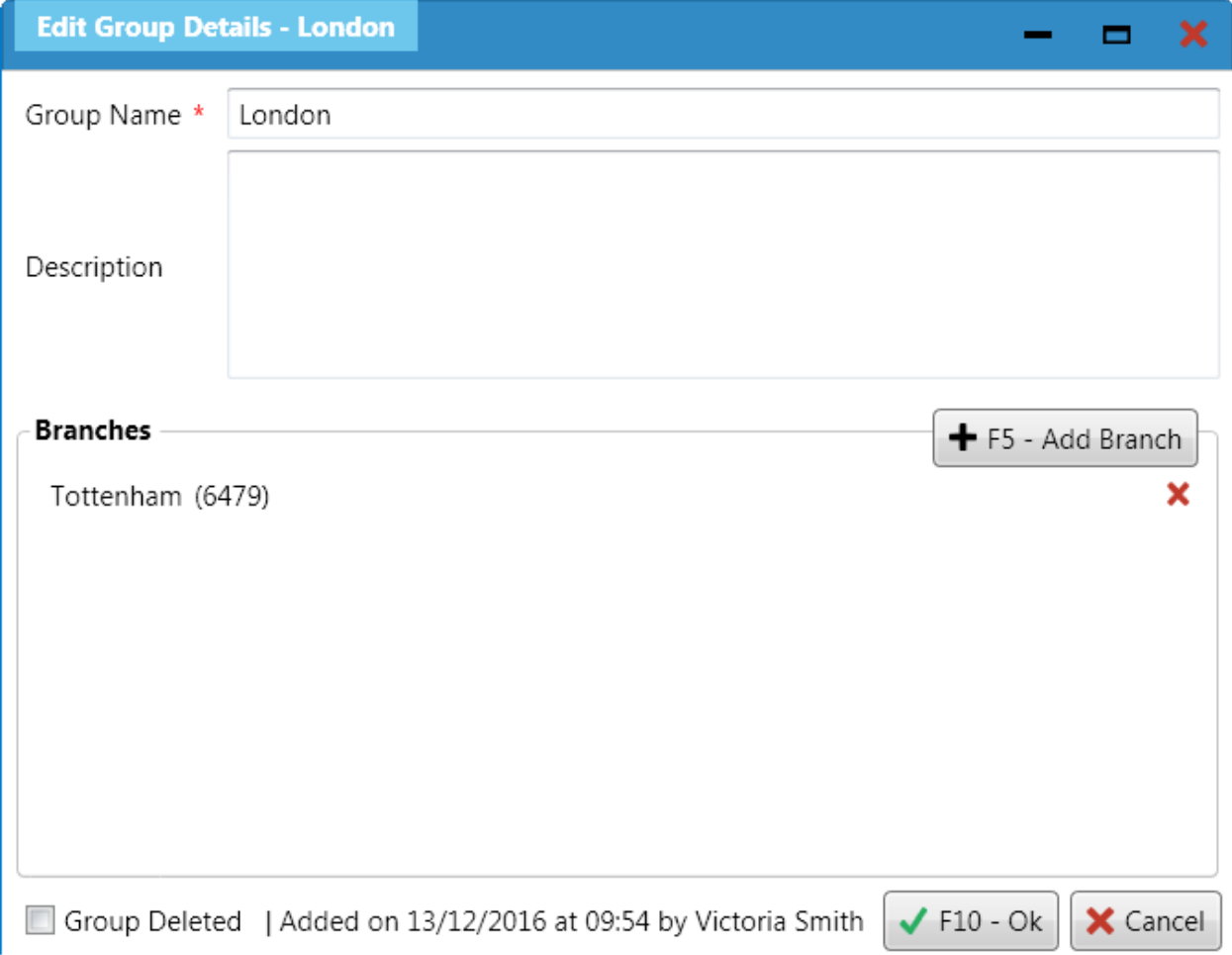


# Deleting/Restoring a Group

## 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.



**Edit Group Details - London**

Group Name \* London

Description

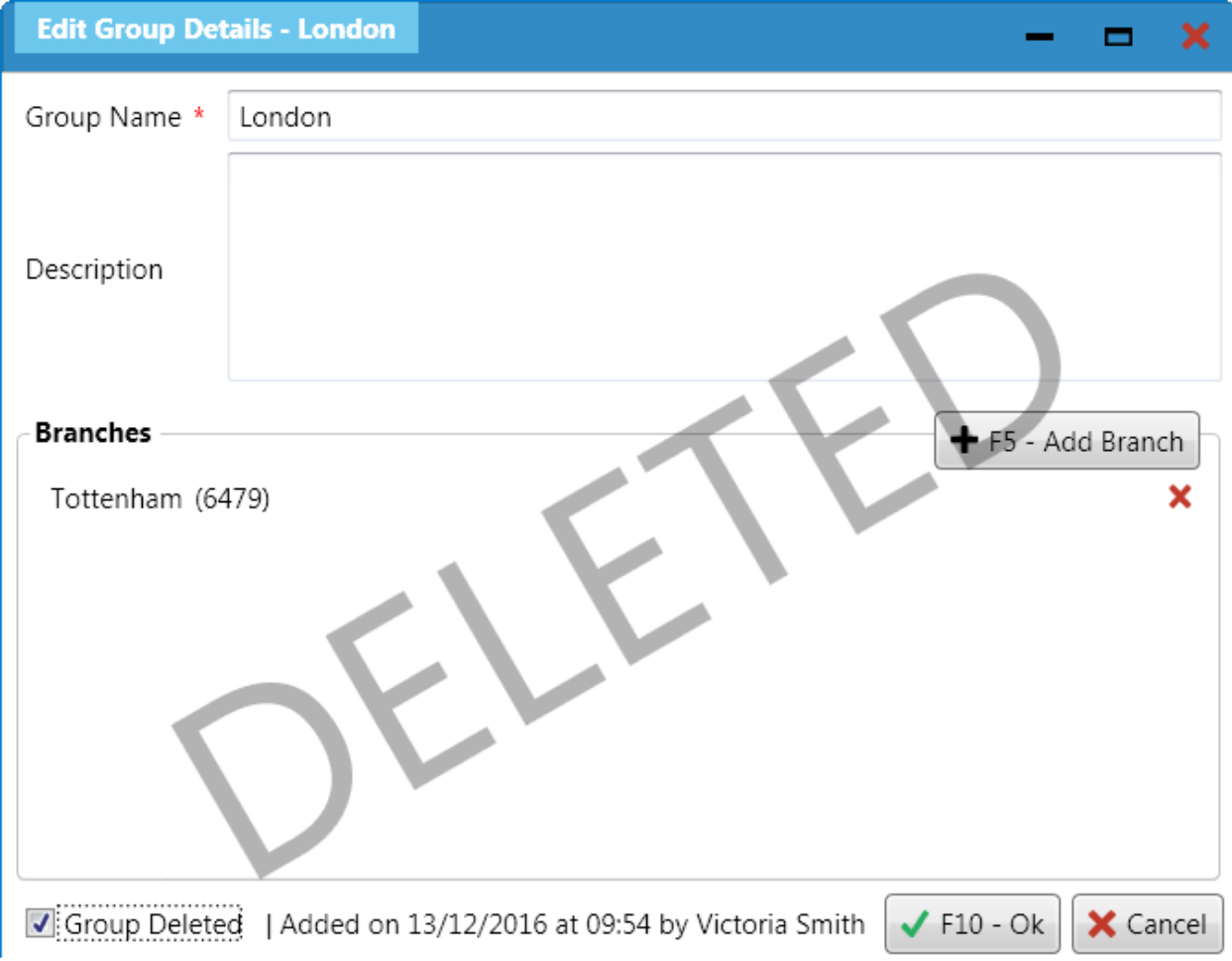
**Branches** + F5 - Add Branch

Tottenham (6479) X

Group Deleted | Added on 13/12/2016 at 09:54 by Victoria Smith

✓ F10 - Ok X Cancel

3. Select the  Group Deleted tick box.
4. A Deleted watermark displays across the window.



Group Name \* London

Description

Branches

+ F5 - Add Branch

Tottenham (6479) X

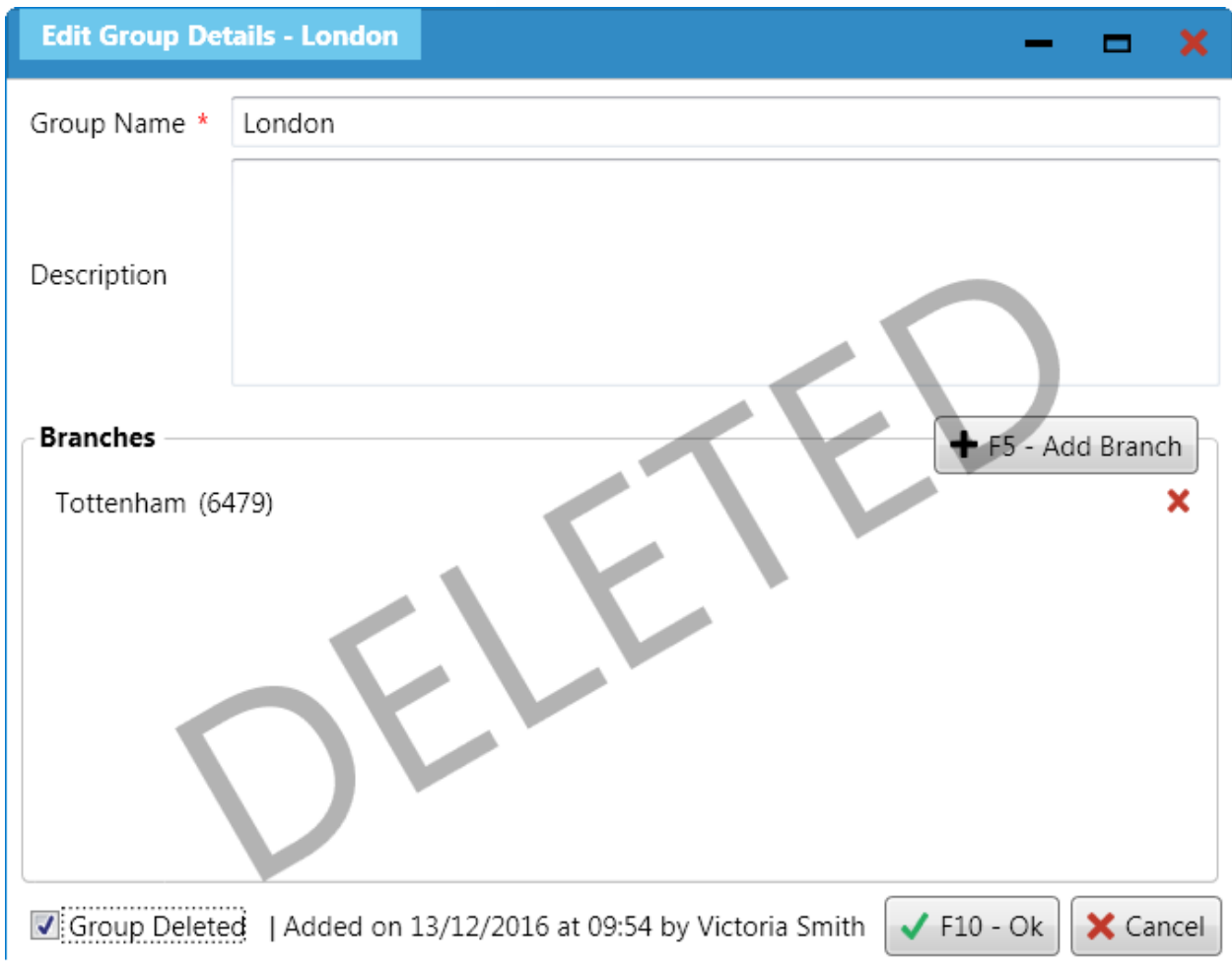
Group Deleted | Added on 13/12/2016 at 09:54 by Victoria Smith

F10 - Ok Cancel

5. Press **[F10 - OK]**.

## Restoring a Deleted Group

1. From the Groups Manager, select the  Show Deleted 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.



**Edit Group Details - London**

Group Name \* London

Description

**Branches**

Tottenham (6479) + F5 - Add Branch

Group Deleted | Added on 13/12/2016 at 09:54 by Victoria Smith ✓ F10 - Ok ✗ Cancel

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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