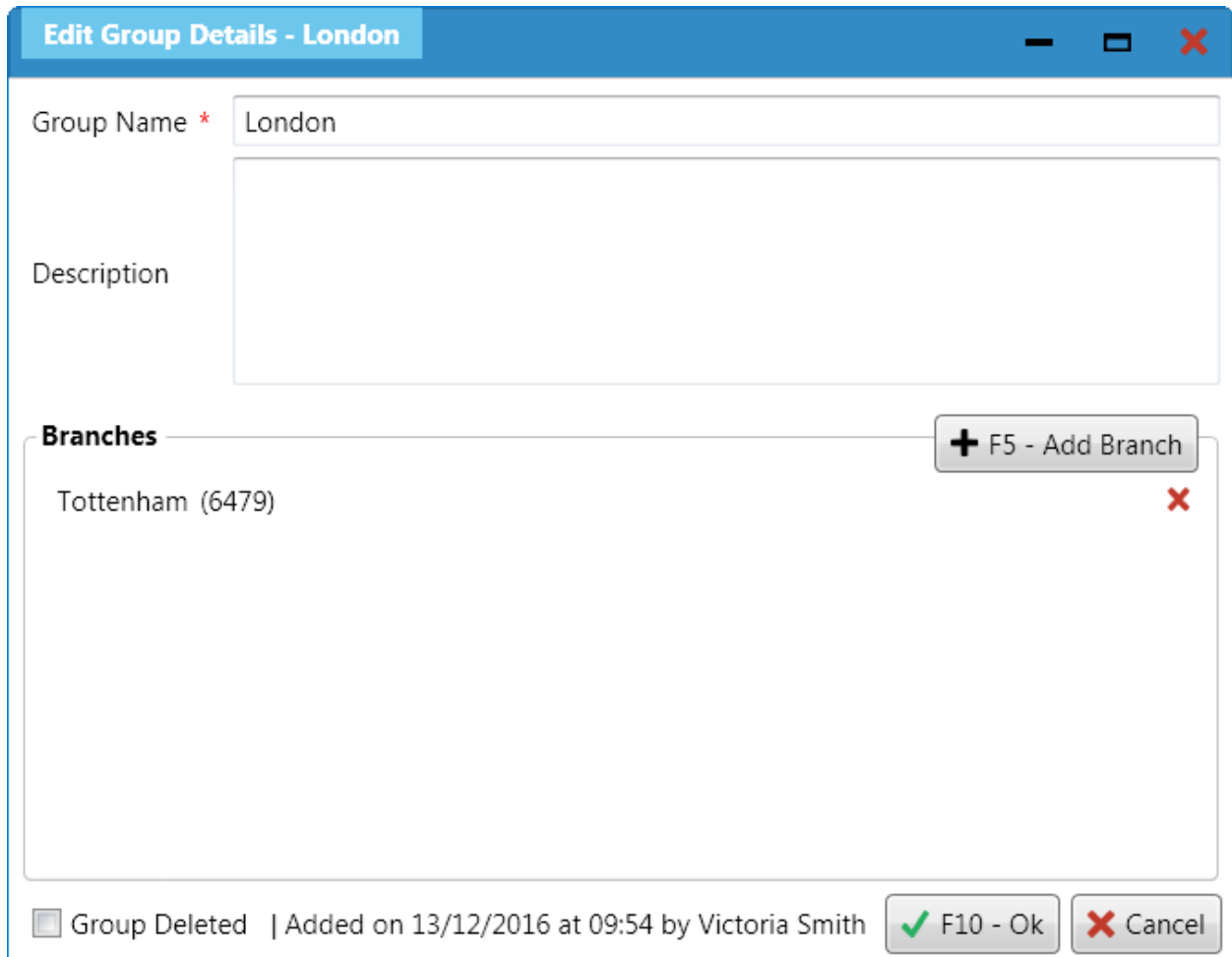# Editing a Group

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. Edit all fields as required.
4. Press **[F10 – OK]**.

## Revision History

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

## Contact us

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