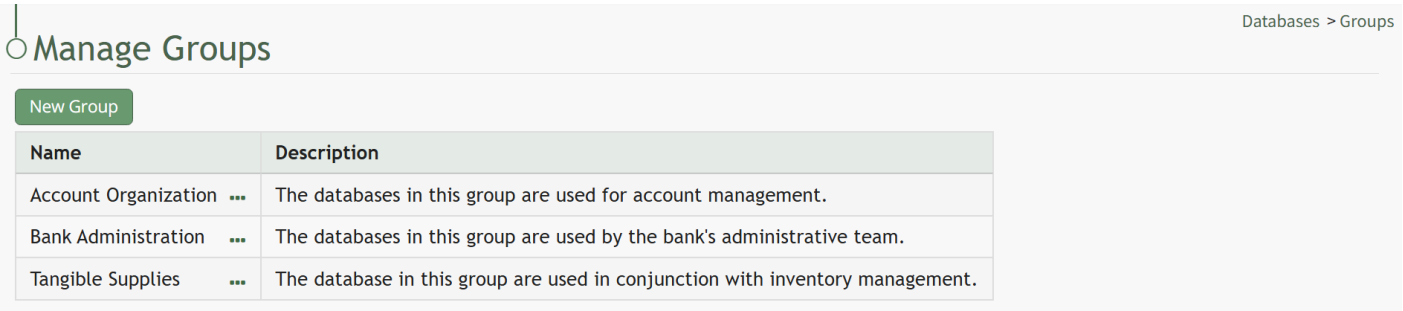
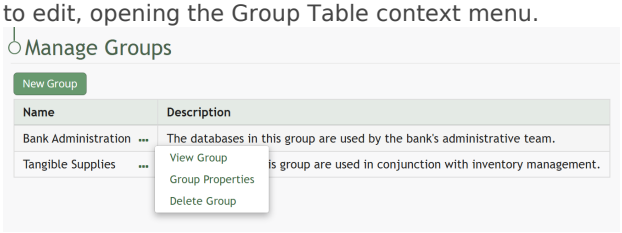
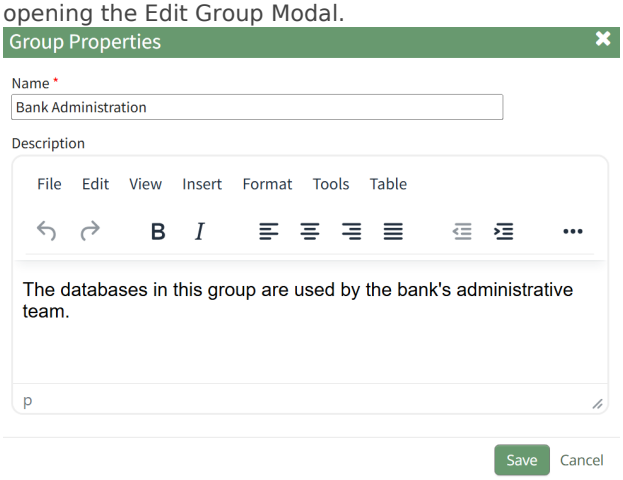
Database Groups Page

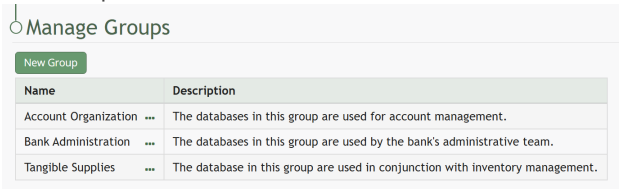
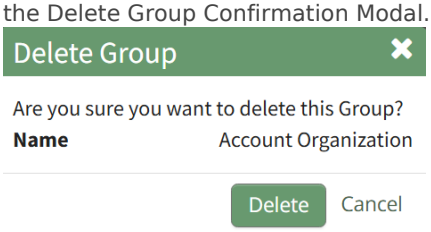
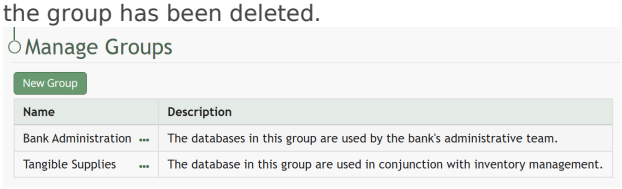
The Groups Page in the Database Module is utilized for organization function and allows databased to be grouped together for efficiency. There is a button that allows for the creation of new groups. The Groups Table on the Manage Groups Page lists all groups in alphabetical order and shows the group description.



The three-dot icon to the right of a group name opens a context menu with options that are explained in the table below.

Database Groups Context Menu Option Explanations	
Option	**Explanation**
View Group	Selecting “View Group” from the context menu opens the View Group Modal, stating the name of the group.

Group Properties	Selecting “Group Properties” from the context menu opens the Group Properties Modal. **How To: Edit Database Group's Name and Description** To edit a database group's name and/or description, go to the Groups Page of the Database Module. Select the three-dot icon to the right of the Group you wish to edit, opening the Group Table context menu.  Select “Group Properties” from the context menu opening the Edit Group Modal.  Make the desired changes to the group name and select “Save”. The edited group name will now show in the Groups Table.

Delete Group	Selecting “Delete Group” from the context menu opens the Delete Group Confirmation Modal. **How To: Delete Database Groups** To delete a database group, go to the Groups Page of the Database Module. Select the three dot icon to the right of the Group Name you wish to delete, opening the Group Table context menu.  Select “Delete Group” from the context menu opening the Delete Group Confirmation Modal.  The modal states, “Are you sure you want to delete this Group?” and lists the Group Name on the modal. Select the “Delete” button and a pop up confirms that the group has been deleted.  The deleted group no longer shows on the Groups Table.

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