

Manage My Mobiles - Groups

As previously mentioned when allocating numbers, you can create groups. Creating a group will allow the company to group together different departments for reporting purposes.

If you select Groups from the menu bar it will take you to the Groups page. On this page you will be able to view all existing groups and be able to see how many people are in each group.

Name	Number of People	Actions
Mobile Team		
team amazing	2 People	
team awesome	1 Person	

Create Group

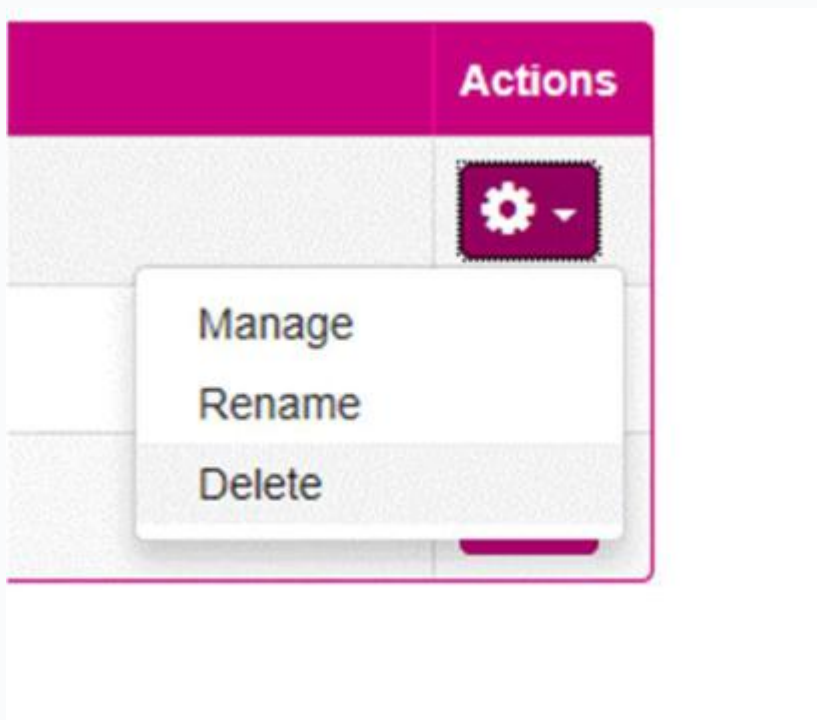
From here you can also create a new group by clicking on the “create” button.

Groups

Search [Advanced Search](#)

Create

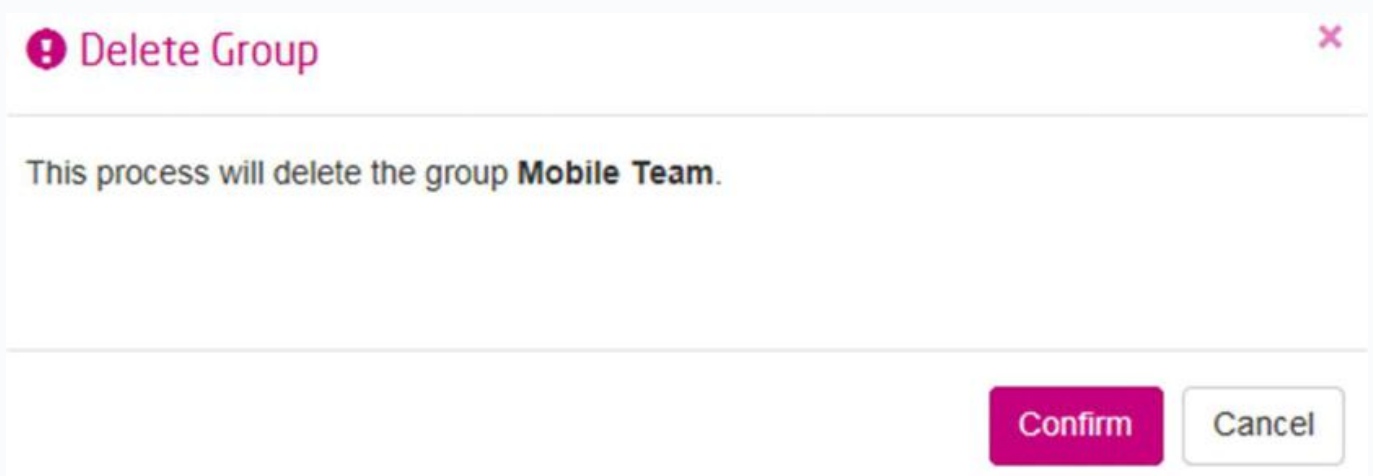
On the dropdown under the actions tab you are able to Rename, Delete and Manage Groups.



Delete Group

Choose Delete from the dropdown under the actions tab on the group page.

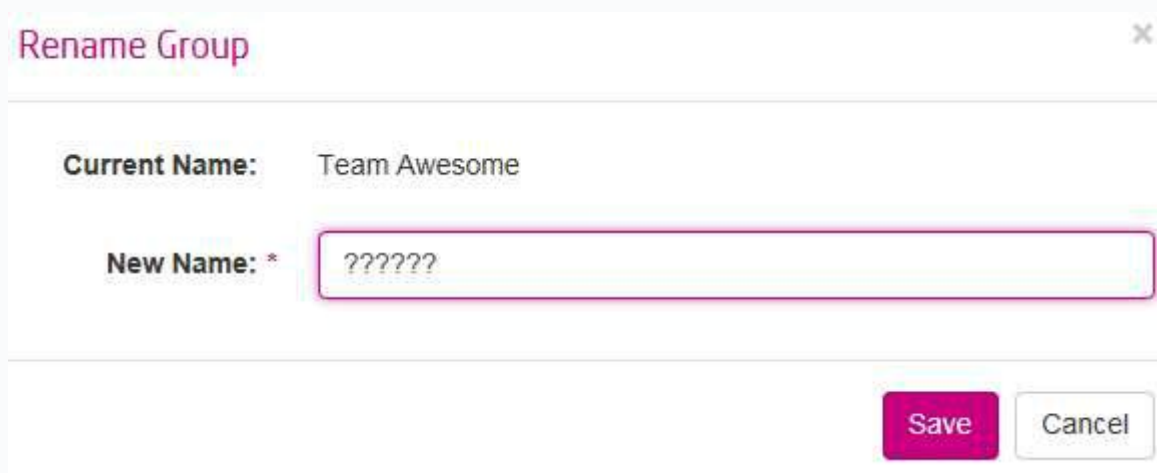
If you delete a group, you will be presented with a window to confirm your selection to make sure you are certain as once a group is deleted all of the data for that group is lost.



Rename Group

Choose Rename from the dropdown under the actions tab on the group page.

If you chose to rename a group, you will be presented with a window where you are able to manually type a group name and save.



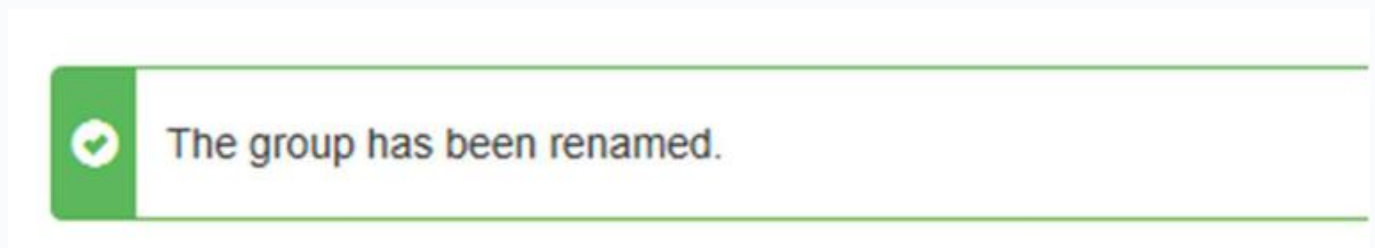
Rename Group

Current Name: Team Awesome

New Name: *

Save Cancel

You will then be shown a green success banner to confirm this change.



Manage

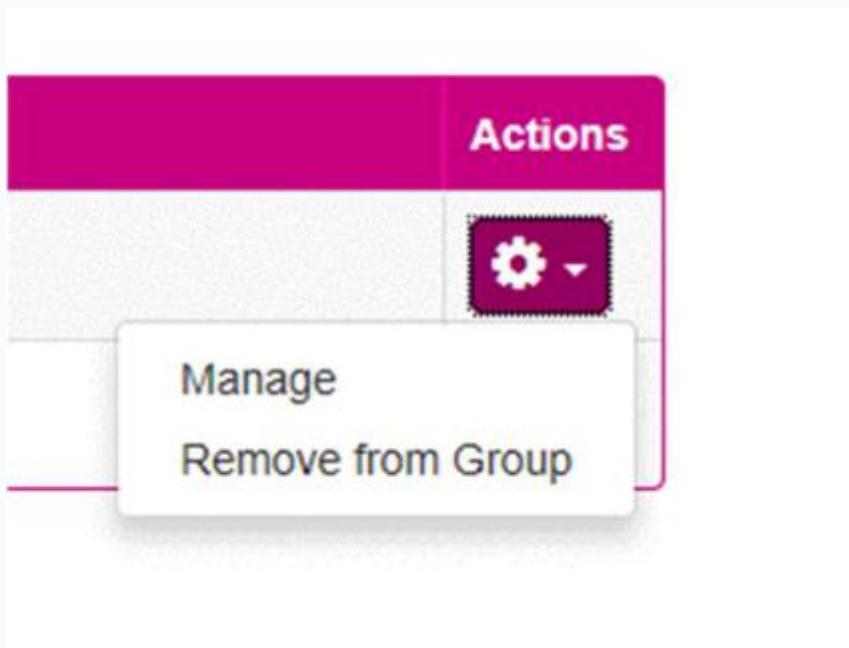
Choose Manage from the dropdown under the actions tab on the group page.

The screenshot shows the 'Manage My Mobiles' interface. At the top, there is a navigation bar with 'Manage My Mobiles' and tabs for 'Dashboard', 'People', 'Groups', 'Numbers', and 'Statistics'. Below this, the 'Team Goals' section is visible, with sub-tabs for 'People', 'Statistics', 'Settings', and 'Usage Alerts'. A search bar and a 'Search' button are present. Below the search bar are buttons for 'Move selected' and 'Add Person'. A table displays a list of people with columns for 'Name', 'Mobile', and 'Actions'. The table contains two rows: Michael (07458081726) and Trevor (07458101072), both marked as 'Active'. Each row has a gear icon in the 'Actions' column.

Name	Mobile	Actions
<input type="checkbox"/> Michael	07458081726 Active	
<input type="checkbox"/> Trevor	07458101072 Active	

On the Manage group window you will be able to view all people within that group.

On the dropdown under the actions tab you will be able to remove a person from a group or manage a person within the group. You also have the ability to add people to the group and move people.



Another key feature about groups is the ability to make changes at a group level, meaning that one set of changes can apply to multiple users within a group. To make changes at a group level, select manage from the dropdown under actions as shown above, this will open onto the people section within groups, if