

## Important Content Update Message

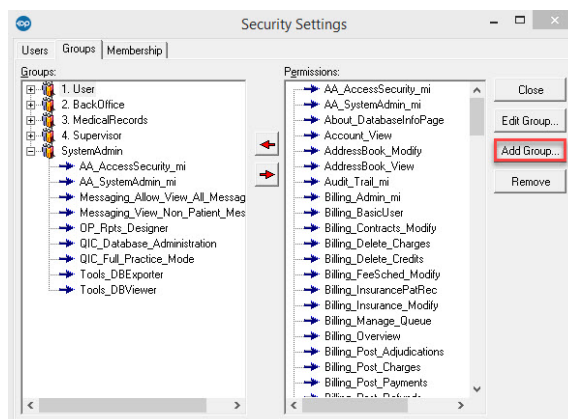
We are currently updating the OP Help Center content for the release of OP 20. OP 20 (official version 20.0.x) is the certified, 2015 Edition, version of the Office Practicum software. This is displayed in your software (**Help tab > About**) and in the Help Center tab labeled Version 20.0. We appreciate your patience as we continue to update all of our content.

# Adding or Modifying Groups

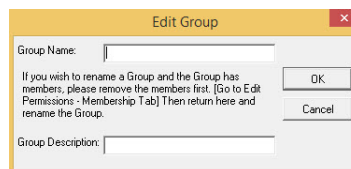
Last Modified on 12/30/2019 3:19 pm EST

Version 14.19

1. Open the Security Settings table by going to the menu bar at the top of the screen and clicking **Utilities > System Admin > Security Administration**.
2. Click on the **Groups** tab. In the box on the left will be a list of groups and on the right will be a list of all permissions available for assignment to these groups.
3. To create a new group, click the **Add Group** button.



4. A dialog box is displayed.

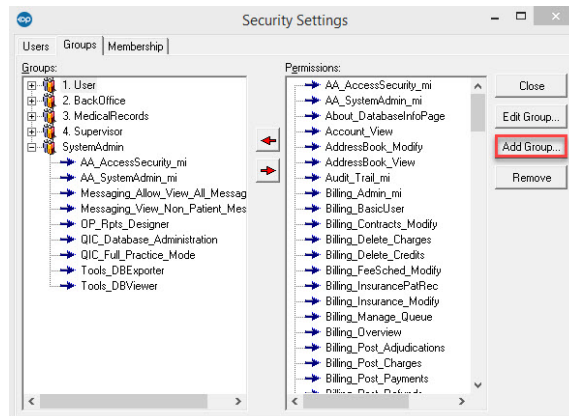


5. In the fields provided, enter a group name and, if desired, a description of the group.
6. Click **OK** to save and close.
7. To edit a group name or description, click to select the group name in the list on the left, then click the **Edit Group** button on the right side of the form. In the pop-up window, make any desired modifications then click **OK**.
8. To remove a group, click to select the group name in the list on the left. With the group name still highlighted, click the **Remove** button on the right side of the form. In a pop-up window the

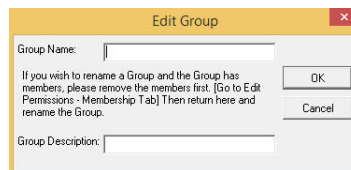
system will prompt you to confirm removal of the group. Click **Yes**.

Version 14.10

1. Open the Security Settings table by going to the menu bar at the top of the screen and clicking **Utilities > System Admin > Security Administration**.
2. Click on the **Groups** tab. In the box on the left will be a list of groups and on the right will be a list of all permissions available for assignment to these groups.
3. To create a new group, click the **Add Group** button.



4. A popup window will appear.



5. In the fields provided, enter a group name and, if desired, a description of the group.
6. Click **OK** to save and close.
7. To edit a group name or description, click to select the group name in the list on the left, then click the **Edit Group** button on the right side of the form. In the pop-up window, make any desired modifications then click **OK**.
8. To remove a group, click to select the group name in the list on the left. With the group name still highlighted, click the **Remove** button on the right side of the form. In a pop-up window the system will prompt you to confirm removal of the group. Click **Yes**.