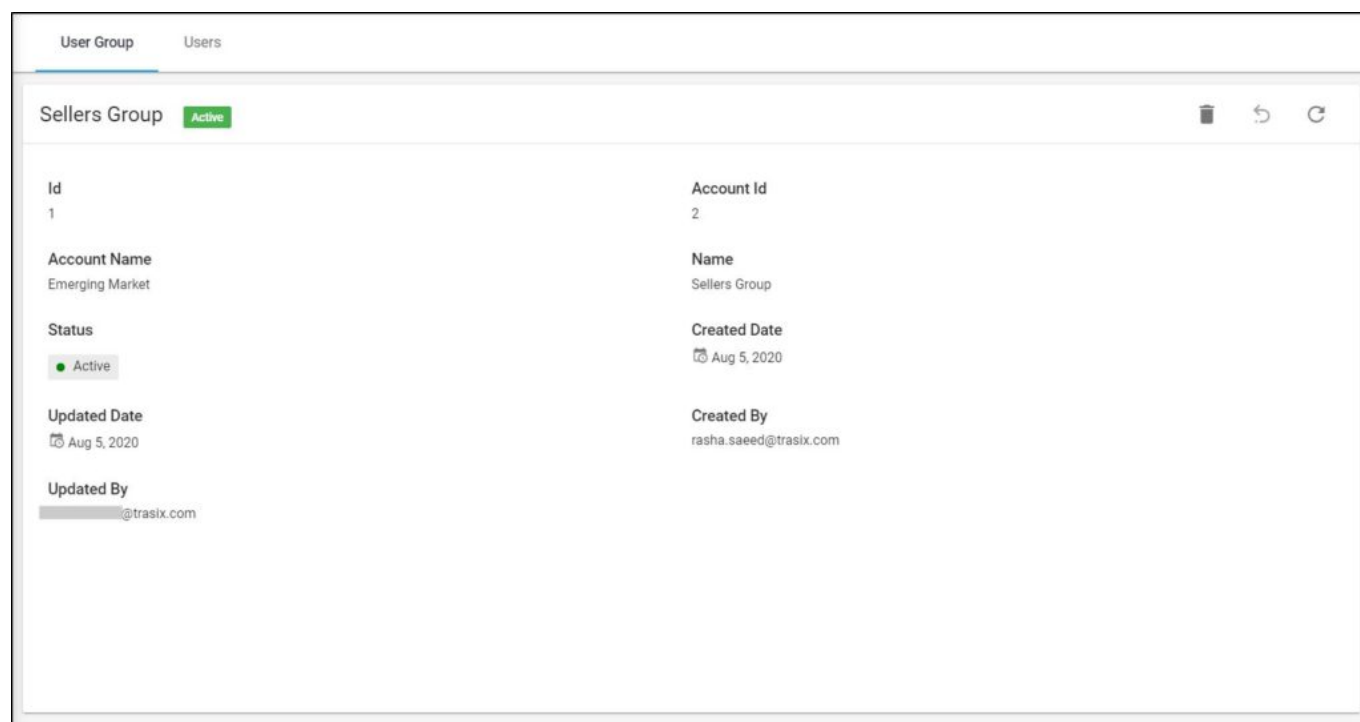


User group details

To view the user group details, click its record or select “View record” from the Actions menu next to it, its details are displayed as shown in the below example:



The screenshot shows a web interface with two tabs: 'User Group' (selected) and 'Users'. The main content area displays details for the 'Sellers Group', which is marked as 'Active'. The details are organized into two columns:

Id 1	Account Id 2
Account Name Emerging Market	Name Sellers Group
Status ● Active	Created Date 📅 Aug 5, 2020
Updated Date 📅 Aug 5, 2020	Created By rasha.saeed@trasix.com
Updated By [Redacted]@trasix.com	

Seller group details are displayed, such as the account name, status, and the user who created the group. To view the list of users in the group, go to **Users** tab, the following page appears:

User Group		Users			
0 of 2 Selected					
Id	User Id	User Name	Status	Updated Date	
<input type="checkbox"/>	2	3	Seller1	Active	Aug 5, 2020
<input type="checkbox"/>	1	2	TW-Seller	Active	Aug 5, 2020

Users in the selected group are listed, for each one, the Id, user name, status and updated date are displayed.

To add a new user, click , the following window appears:

Edit Record
×

Users

TW-Seller ×

Seller1 ×

CANCEL

SAVE

Select the user you want, only users that belong to the account to which the group is assigned are displayed. Click **Save**.