
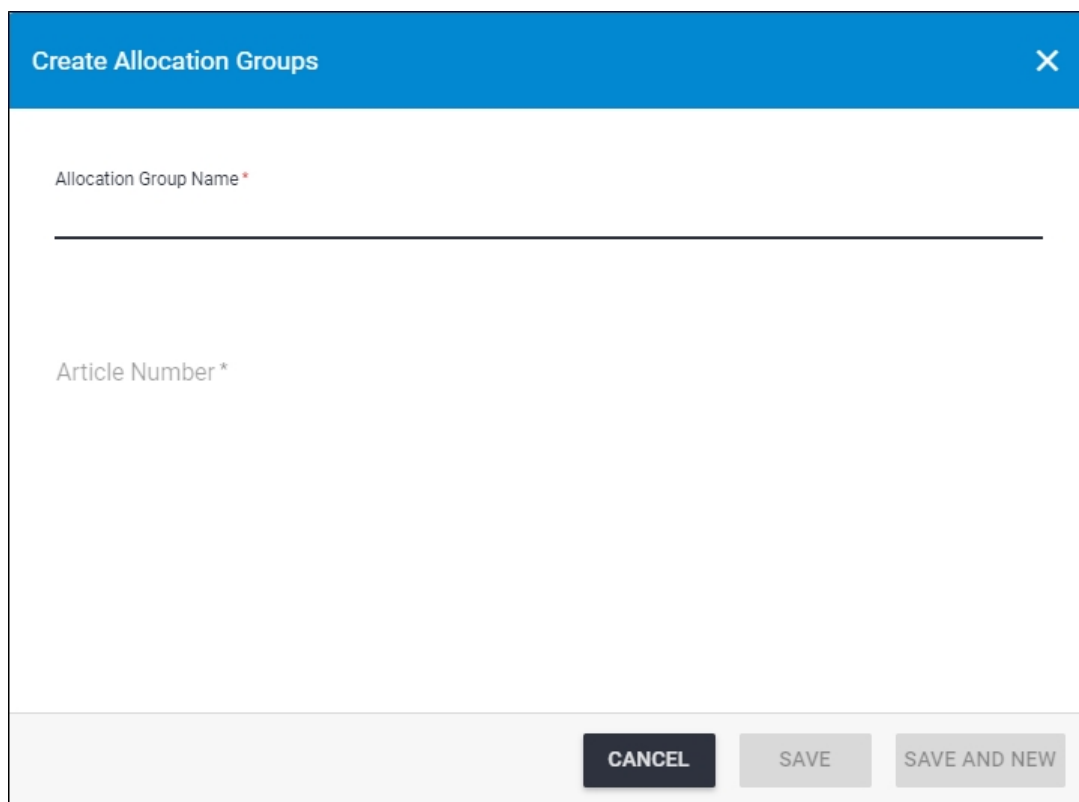


## Add allocation group

To add a new allocation group, follow these steps:



1. Click , the following window appears:

A screenshot of a dialog box titled "Create Allocation Groups" with a blue header bar and a close button (X) in the top right corner. The dialog contains two input fields: "Allocation Group Name \*" and "Article Number \*". The "Allocation Group Name" field has a horizontal line below it. At the bottom of the dialog, there are three buttons: "CANCEL" (dark grey), "SAVE" (light grey), and "SAVE AND NEW" (light grey).

Create Allocation Groups

Allocation Group Name \*

Article Number \*

CANCEL SAVE SAVE AND NEW

2. Enter a name for the allocation group,
  3. Enter the article number or paste it into the "Article Number" field, the window validates the article number as it is entered:
- If the article number is valid, the **Save** button is activated as shown below:

Create Allocation Groups

Allocation Group Name \*

Allocation Group 3

Article Number \*

101010|

CANCEL

SAVE

SAVE AND NEW

- If the article number is invalid, a message is displayed informing you so as shown below:

Create Allocation Groups

Allocation Group Name \*

Allocation Group 3

Article Number \*

Invalid Article Number(s) (won't be assigned)  
99999

CANCEL

SAVE

SAVE AND NEW

Re-enter a valid article number.

- Click **Save** to add the selected article and close the window or **Save and New** to add it and open a new window.

The allocation group is added and you can edit or delete it.