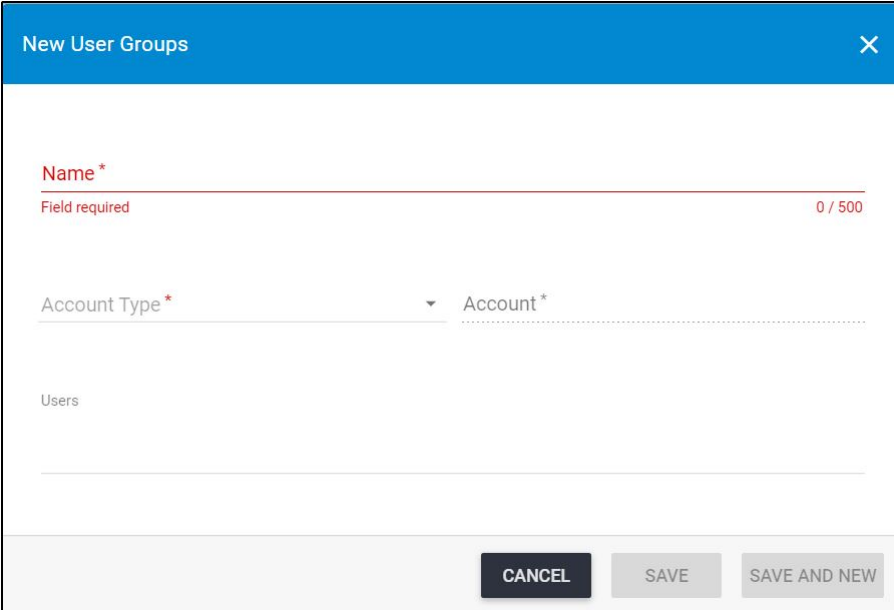


## Add user group

To add a user group, follow these steps:

1. Click , the following window appears:



The screenshot shows a window titled "New User Groups" with a close button (X) in the top right corner. The form contains the following fields:

- Name\***: A text input field with a red error message "Field required" and a character count "0 / 500".
- Account Type\***: A dropdown menu with "Account\*" selected.
- Users**: A list box for selecting users.

At the bottom of the form, there are three buttons: "CANCEL", "SAVE", and "SAVE AND NEW".

2. Enter the user group name,
3. Select the account type, whether it is a buyer or a seller,
4. Select the account you want from the type you selected in the previous step,
5. Select the users you want to add,
6. Click **Save and New** to add the user group and open a new window or **Save** to add it and close the window.