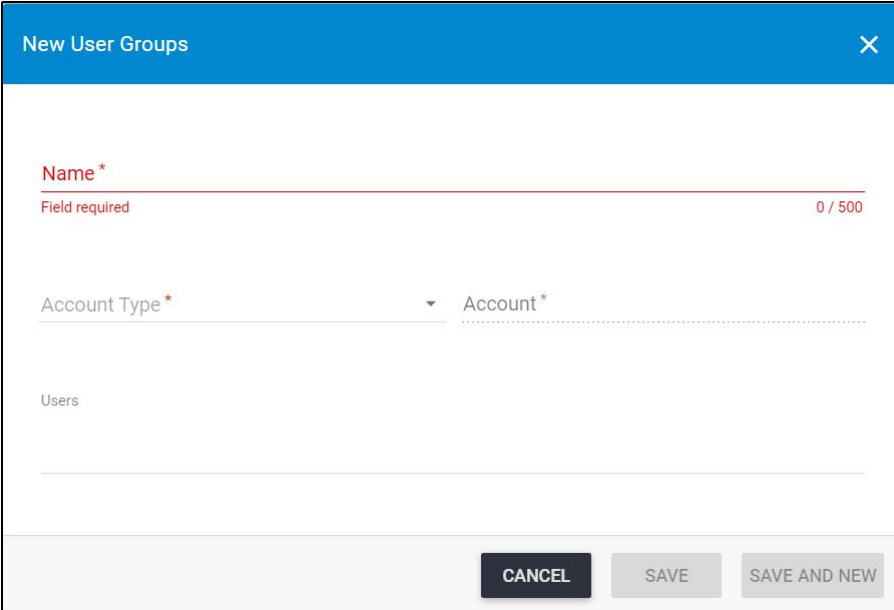


## Add user group

To add a user group, follow these steps:

1. Click , the following window appears:



The screenshot shows a 'New User Groups' form with the following fields and controls:

- Name\***: A text input field with a red error message 'Field required' and a character count '0 / 500'.
- Account Type\***: A dropdown menu currently showing 'Account\*'.
- Users**: A list area for selecting users to add to the group.
- Buttons**: 'CANCEL', 'SAVE', and 'SAVE AND NEW' buttons at the bottom.

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.