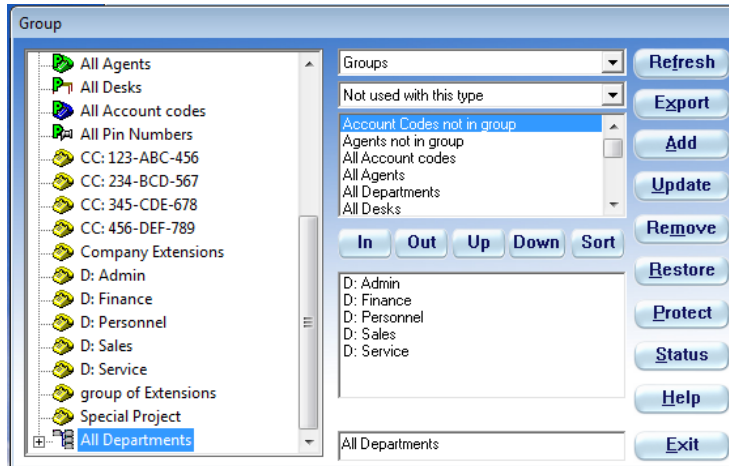




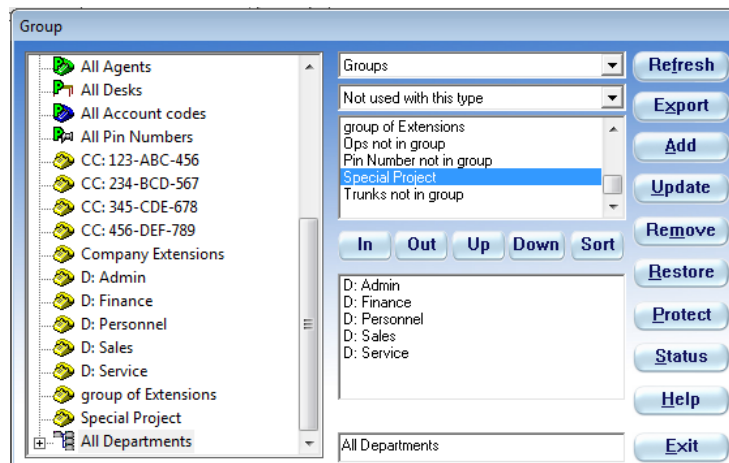
ADDING A GROUP TO AN EXISTING GROUP OF GROUPS

Once you have created your new group of elements (extns for example), you need to remember to add it into your organisation structure.

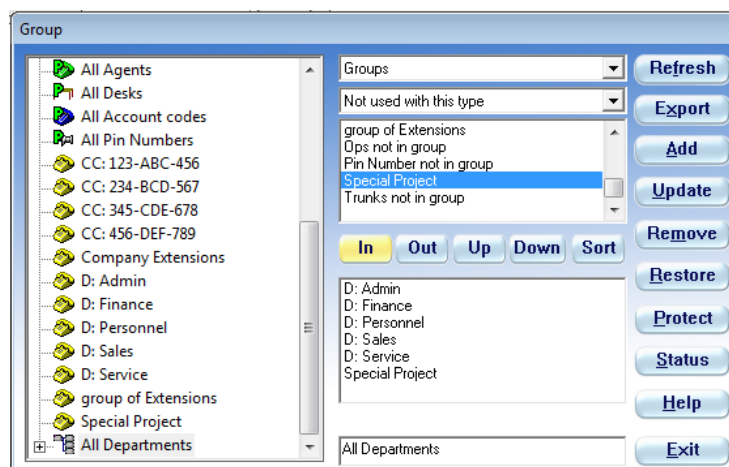
In this case I want to add the group 'Special Project' to the 'All Departments' group of groups.



In the Reports>Group window select the group of groups in the list on the left.



All available groups are listed in the **Elements Allowed in Group** box – select the group you want to add to your group of groups and click **[In]**.



Don't forget to click **[Update]** to save the change you have made.