

Omni Intelligence FAQ - How to Create A Group

Introduction

Before reports can be emailed to groups of people, the groups need to be entered and populated with contacts.

Instructions

1. Log onto the website
2. Click Staff -> Groups
3. Click "Create New" (top left corner)
4. Fill in the details

Create

Group

Name	<input type="text"/>
Contact	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Norbert Bachman</div><div style="padding: 2px;">Nuruddin Grier</div><div style="padding: 2px;">Caesar Pahlke</div><div style="padding: 2px;">Wallboard1</div></div>
Owner	<div style="border: 1px solid #ccc; padding: 2px;">advatel.user@tempmail.com v</div>
<input type="button" value="Create"/>	

[Back to List](#)

5. Fill in the name of the group. To select multiple contact, hold the control key down while clicking with the mouse left button. Here's an example

Name	<input type="text" value="Example Group1"/>
Contact	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #0070c0; color: white; padding: 2px;">Norbert Bachman</div><div style="background-color: #0070c0; color: white; padding: 2px;">Nuruddin Grier</div><div style="padding: 2px;">Caesar Pahlke</div><div style="padding: 2px;">Wallboard1</div></div>
Owner	<div style="border: 1px solid #ccc; padding: 2px;">advatel.user@tempmail.com v</div>
<input type="button" value="Create"/>	

6. Click "Create" to save the group and return to the Groups List