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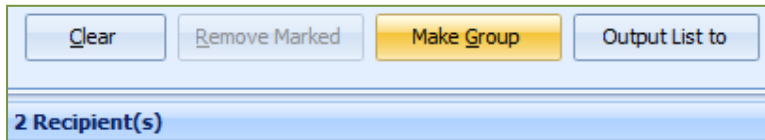
Email:
support@groupcall.com

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FACTSHEET GROUP MAINTAINING

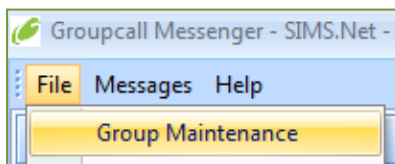
MAINTAINING GROUPS

Lists of recipients can be saved into groups. To do this, select the recipients needed to add to a group and click on the **Make Group** button at the bottom of the screen. A prompt window will appear to enter a group a name for reference. The group will then be stored in Messenger, not be written to the MIS database.

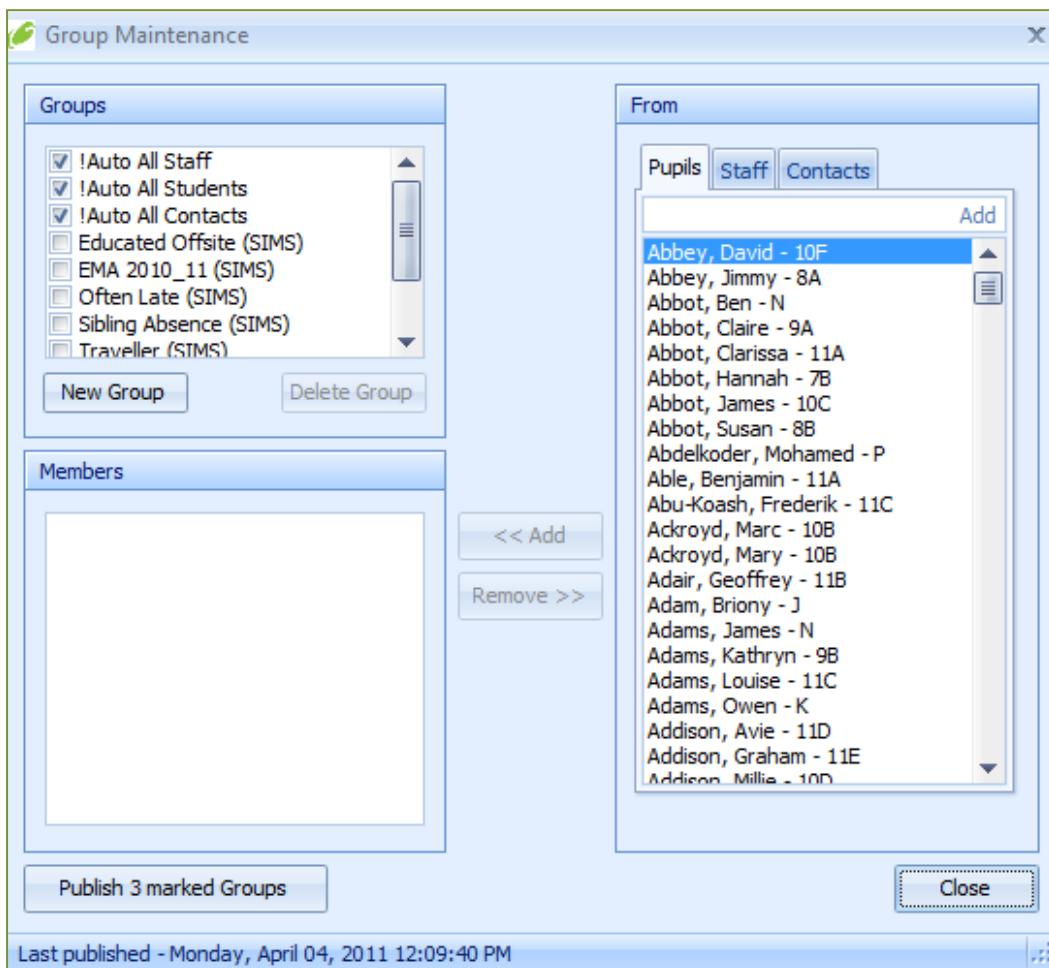


Tip: Only recipients calculated here in the bottom left count will be added when creating the group.

All Groups created in Messenger can be modified at any point in time, as well as being published for use online. To access this Groups screen, select the File Menu item from the top toolbar and choose **Group Maintenance**.

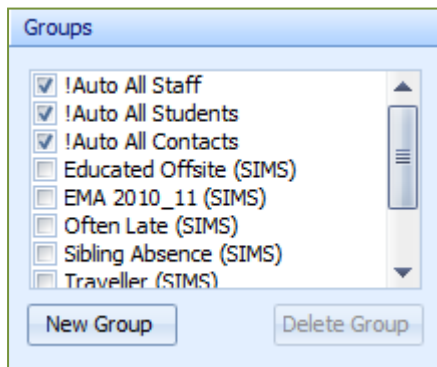


The following screen will appear.



Groups [SECTION]

This section shows the current list of groups in the Messenger system, this will include any groups created in the MIS system.

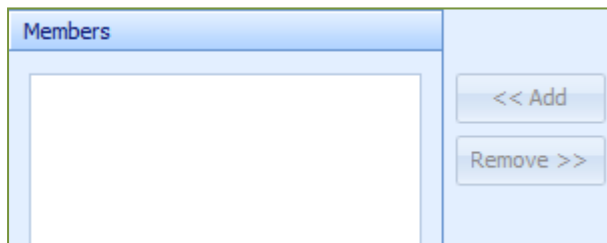


Note: The !Auto groups are automatically created in messenger for publishing to the Groupcall website for remote Messenger access.

The system can also create a **New Group** in here.

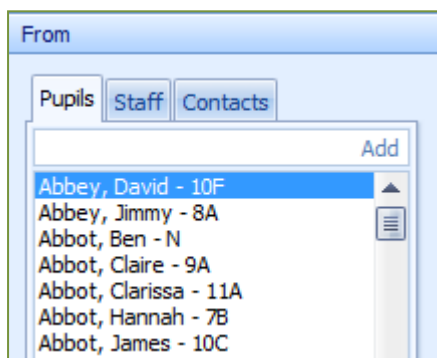
Members [SECTION]

This section shows the members of any selected current group. You can add or remove contacts here with the <<Add Remove>> buttons.

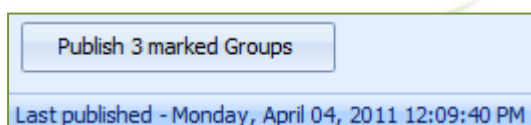


From [SECTION]

This section shows all contacts in the Messenger system that can be added to current selected groups.



The publish groups option is located at the bottom of this section; this will upload all selected groups to the Groupcall website.



Note Messenger is that the system will notify schools on a weekly basis to publish groups to the Groupcall website.