

Create a Group

Groups serve as a way to **organize and manage multiple homes together**. Additionally, they empower **group users** to oversee and manage **all homes within the group**.

1. Creating a Group:

- Navigate to the **Groups menu**.
- Click the **Create** button at the top right of the page.
- Insert the desired **group name** in the Name field and press **create**.

2. Editing Group Details:

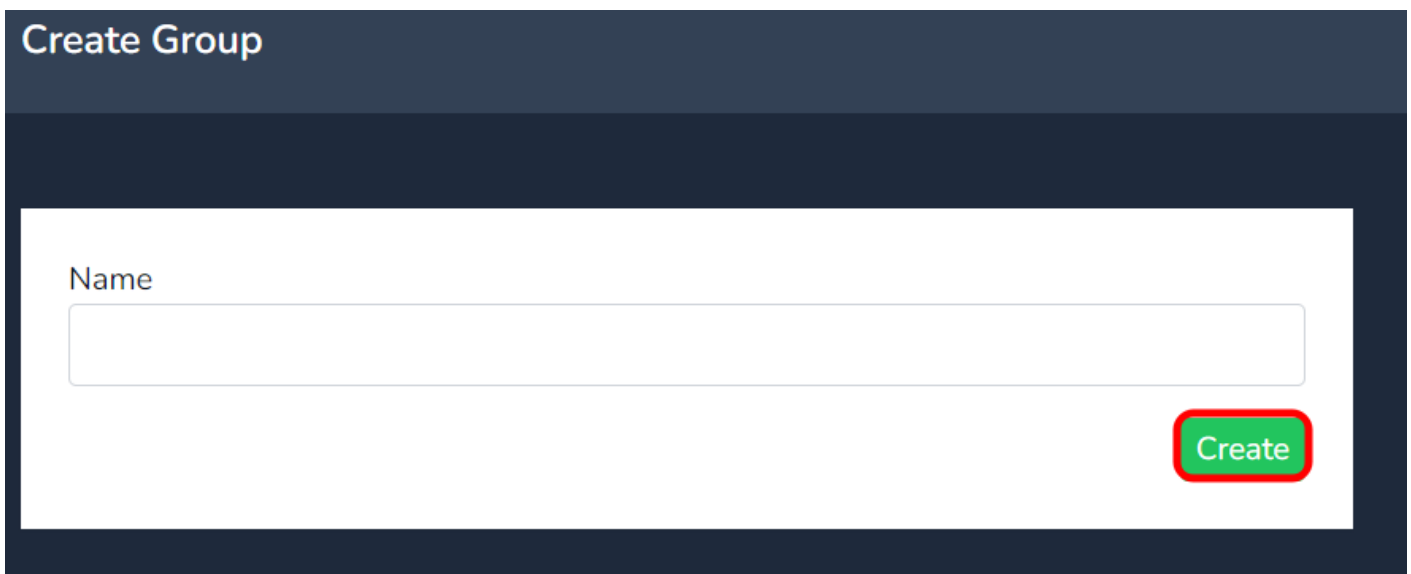
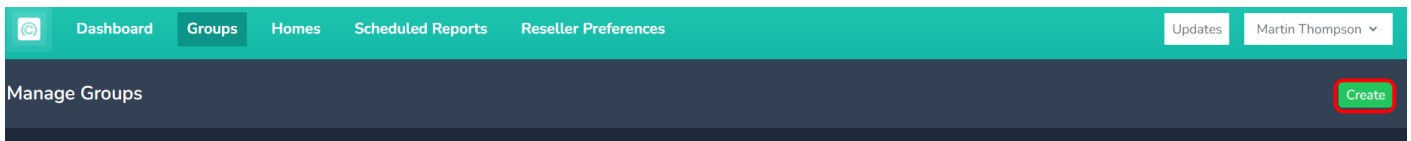
- After creating the group, click on the group you just created.
- The **Edit tab** allows you to change the group's name at any time.

3. Creating the First Home for the Group:

- Click on **“Create the first home for this group”**. This action will take you directly to the home page to create a home under the group.

4. Adding Group Users:

- Under **Group Users**, click on **create**.
- Fill in the **name** and **email** of a group user. Remember that a group user has access to all homes under the group.



Shorefield Care

Created: Wed, Jan 24, 2024 7:16 PM

Homes

Create the first home for this group.

Group Users

Create

Name

Email

Created

Create Group User for Shorefield Care

Name

Insert Name



Email

Insert Email

Password

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Create

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