



Adding a User Group

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1. Log into your PointCentral Administration site.
2. From the left Navigation Menu, go to **User Groups**, then **Add User Group**.



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3. Enter a group name and then click **Add User Group**.

PointCentral Add User Group

Add a user Group by filling in the user group name and clicking the **Add Group** button. User Groups are global and may be granted access to any data folders as desired. User groups are an easy way to assign and update data folder access rights to a group of users at once.

Add User Group	
Group Name	<input type="text"/>

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To reference the
Calyx Knowledge Base
for this topic,
use the link below.

[Adding a User Group...](#)

Helpful Links



Below are some helpful links to help you find your way around focusIT and Calyx.

Support Request Form

<http://www.focusitinc.com/submit-a-case>

or call us at (480) 346-1299 option 1 or email us at support@focusitinc.com

Other Helpful Links

- focusIT Support - <http://www.focusitinc.com/support>
- focusIT Contact Page - <http://www.focusitinc.com/ContactUs>
- focusIT Solutions Page - <http://www.focusitinc.com/solutions.html>
- focusIT Self Help Page - <http://www.focusitinc.com/selfhelp>
- Calyx Support - <http://www.calyxsupport.com/contact>
- Calyx Training - <http://www.calyxsoftware.com/support/training.asp> or <http://www.calyxsupport.com/Training>
- MyCalyx Webinar - <http://www.calyxsoftware.com/downloads/mycalyxunveiled.wmv> or <http://www.calyxsupport.com/MyCalyx>
- Calyx Knowledge Base - <http://kb.calyxsupport.com/kb>
- Calyx Message Board - <http://messageboard.calyxsupport.com>
- Calyx User Guide/ Download Page - <http://www.calyxsupport.com/downloads/index.htm>

*System questions or issues, please email : support@focusitinc.com
or call 480-346-1299 Option 1 (Hours of Operation are 7 days a week from 5:00 AM to 10:00 PM PST)*

