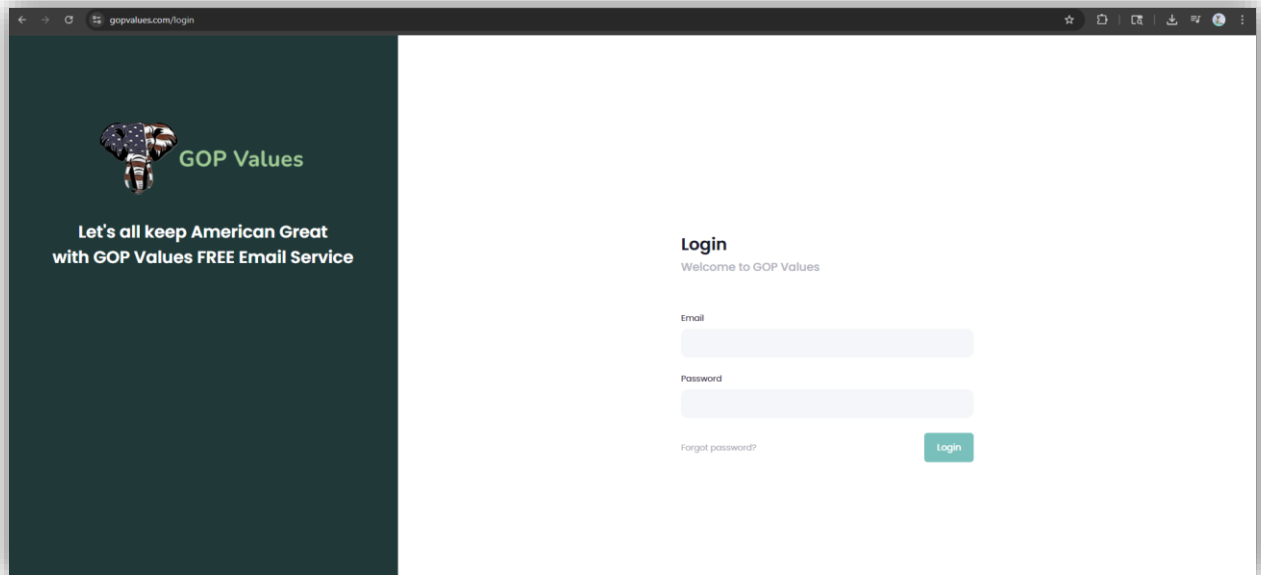


# How to Setup Groups in GopValues

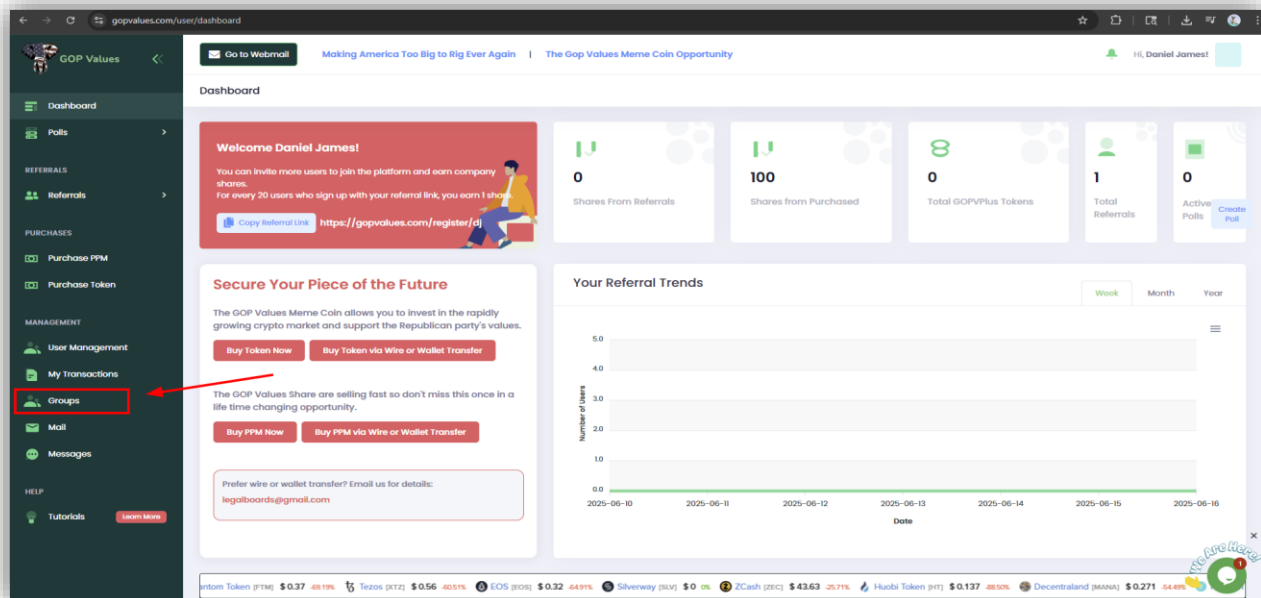
## Step 1: Login to GopValues account

Open your browser and go <https://gopvalues.com/login>. Enter your email address and password to log in.



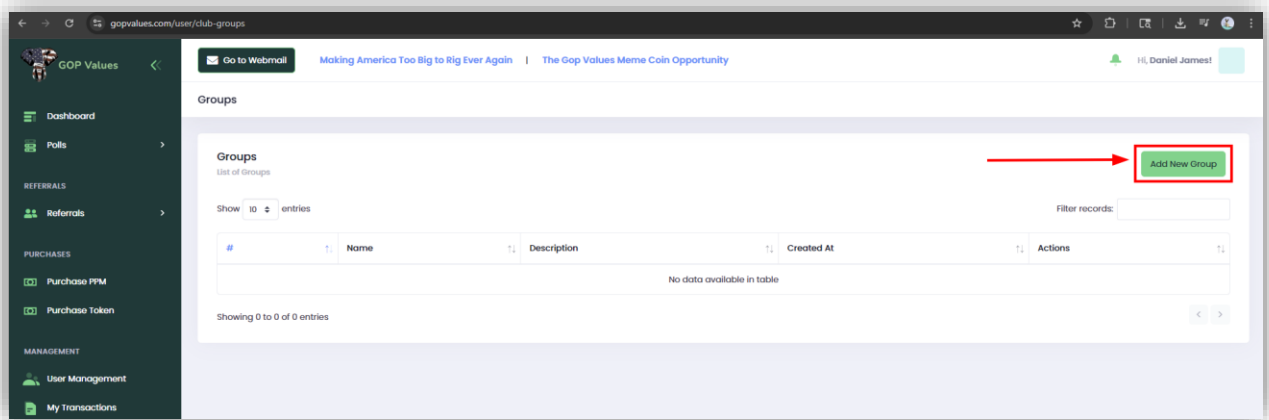
## Step 2: Go to Groups

Once logged in, click on the **Groups** option, found in the left-side of the screen.



### Step 3: Click on Add New Group

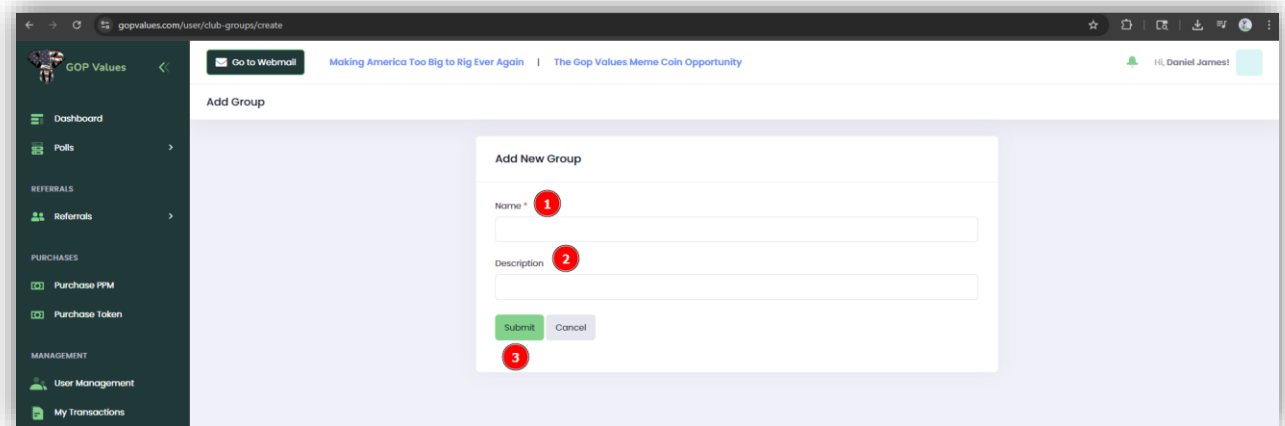
In the table menu, find and click on the **Add New Group** button.



### Step 4: Create a New Group

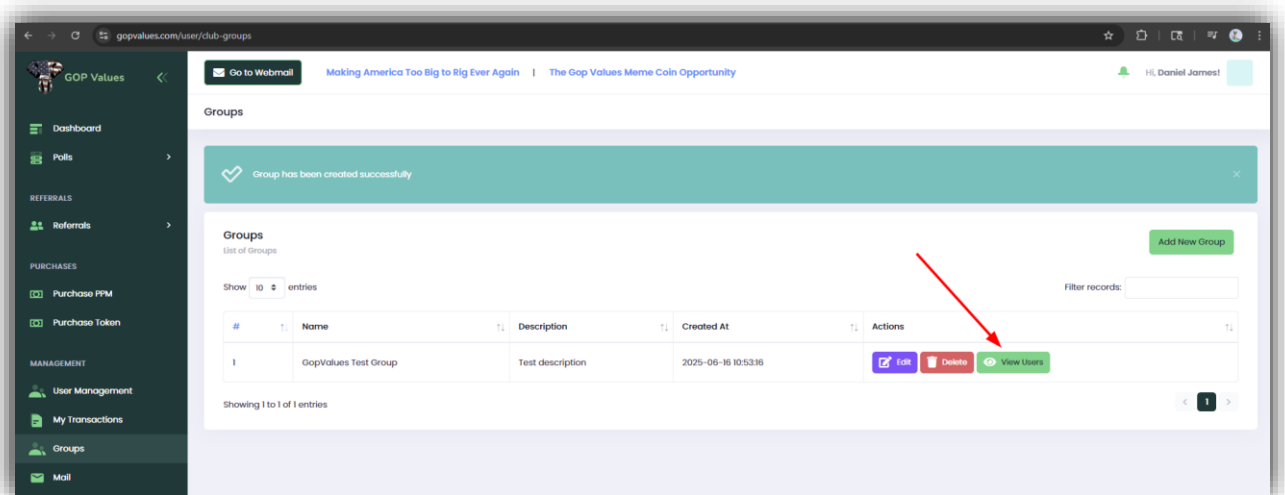
Fill out the form with the preferred **Name** and the **Description** of the group.

Click the **Submit** button to save.



## Step 5: View Users

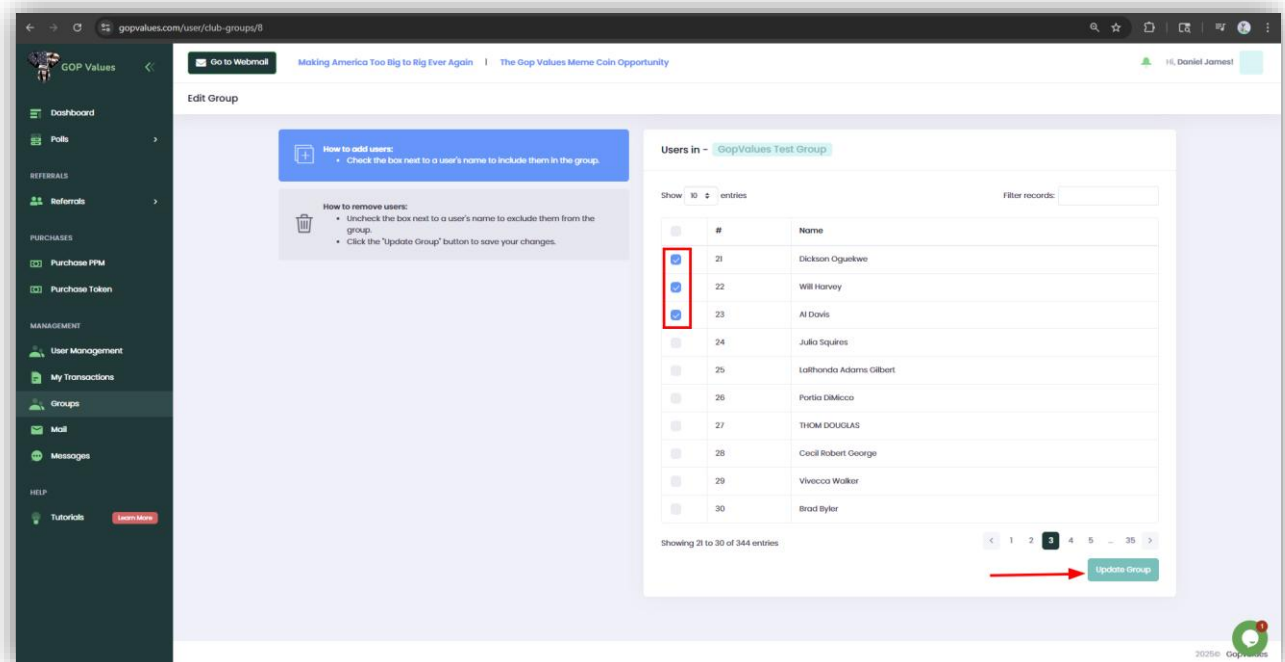
Click the **View Users** button to show the list of users that you can assign to the particular group.



## Step 6: Assign Users the Group

You can assign users to the group checking the checkboxes on table as shown in the figure below.

Click the **Update Group** button to save.



## Step 7: Completed

A pop-up message will show indicating that users have been assigned to the group.

