

Grouping Users into Departments

1. To group users into departments, in the **Company Management** tab under **All Users**, select the users you would like to group.

The screenshot shows the fileflex Administration interface. The 'Company Management' tab is selected. The company is 'Qnext'. The 'All Users (15)' group is selected. Individual users are listed with their status and bandwidth use. Three users (George Mattoge, Greg Wade, and Lily) have their selection checkboxes checked. A 'Deployment Info' section is visible at the bottom left.

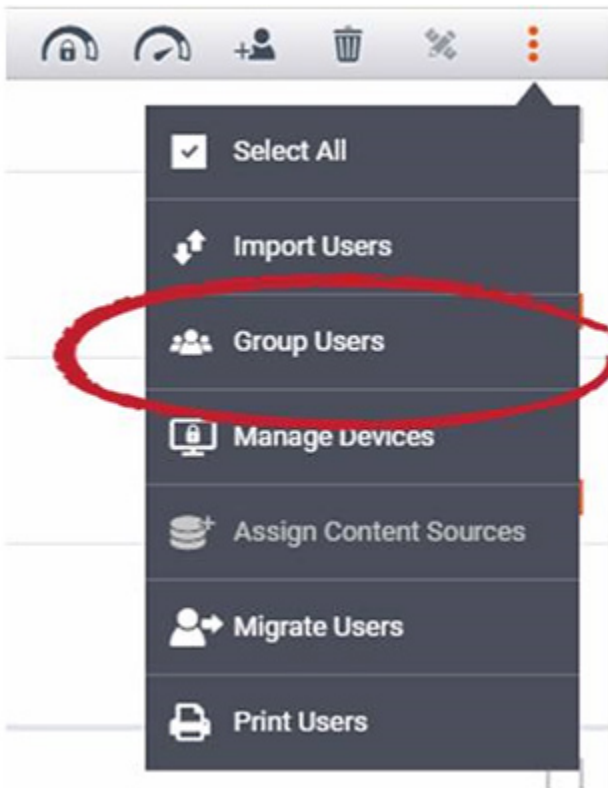
User	Status	Bandwidth Use	Selected
Gates CO Admin	Used 0 bytes (0%) Unrestricted bandwidth use		<input type="checkbox"/>
George Mattoge	Used 0 bytes (0%) Unrestricted bandwidth use		<input checked="" type="checkbox"/>
Greg Wade	Used 0 bytes (0%) Unrestricted bandwidth use		<input checked="" type="checkbox"/>
Issac Sami	Used 0 bytes (0%) Unrestricted bandwidth use		<input type="checkbox"/>
Lily	Used 0 bytes (0%) Unrestricted bandwidth use		<input checked="" type="checkbox"/>

Deployment Info

Deployment Name:	DevelopersMSP
Deployment ID:	599e73632cdc73aeab98808d
Status:	Enabled
Total Companies:	2
Total Seats:	200
Seats Used:	15

Select Users To Group

1. Select the top right Activity bar menu (3 dots).
2. In the dropdown, select **Group Users**.



Open Menu, Click **Group Users**

1. Select the department(s) you would like to add the users to, then click **OK**.

