

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 'All Users (15)' group is highlighted. A list of users is shown with checkboxes for selection. The following table represents the data visible in the user list:

User Name	Selection Status
Gates CO Admin	<input type="checkbox"/>
George Mattoge	<input checked="" type="checkbox"/>
Greg Wade	<input checked="" type="checkbox"/>
Issac Sami	<input type="checkbox"/>
Lily	<input checked="" type="checkbox"/>

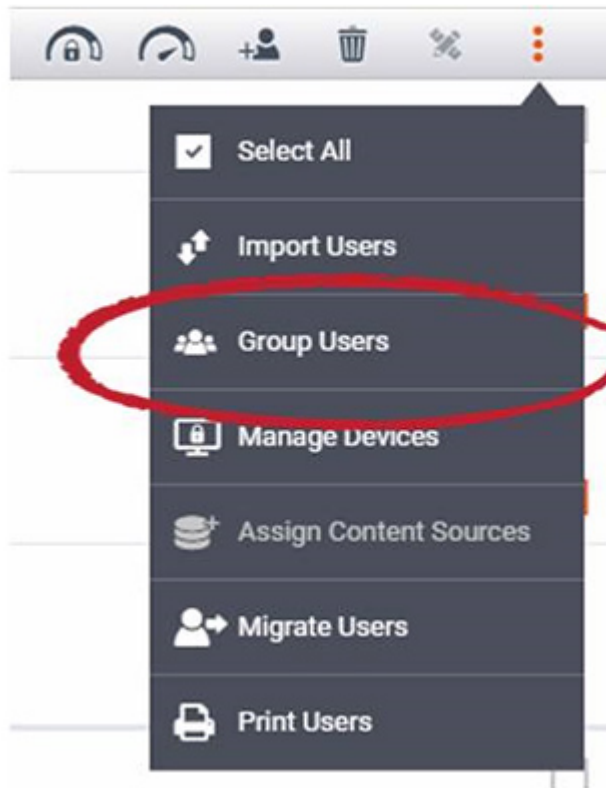
Deployment Info:

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

Select Users To Group

2. Select the top right Activity bar menu (3 dots).

3. In the dropdown, select **Group Users**.



*Open Menu, Click **Group Users***

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

