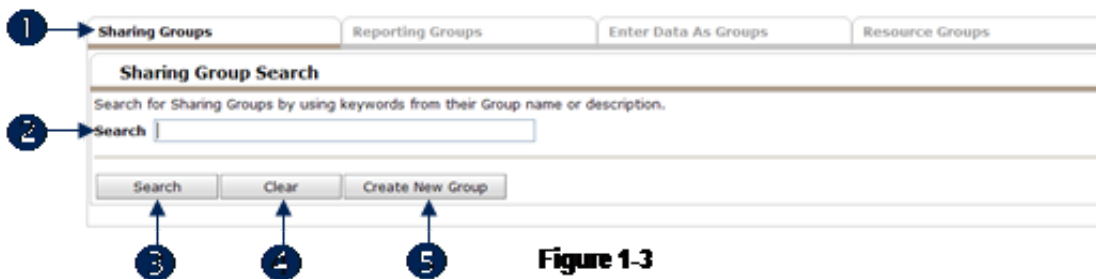
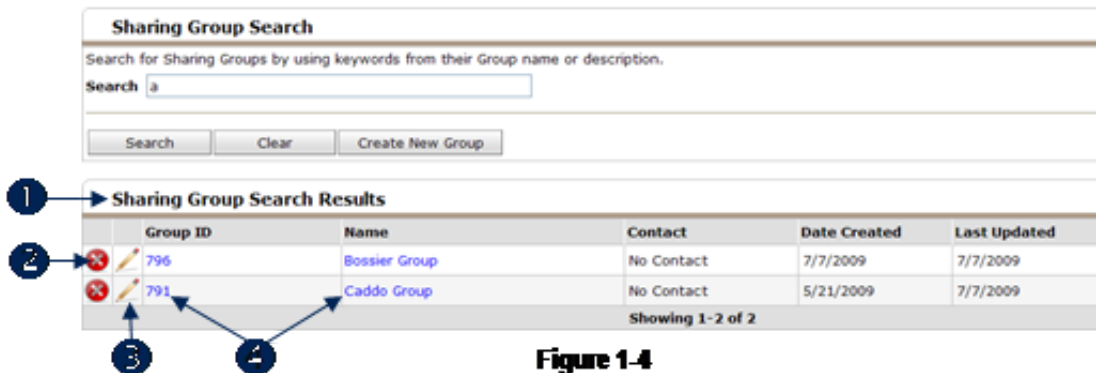


Sharing Groups

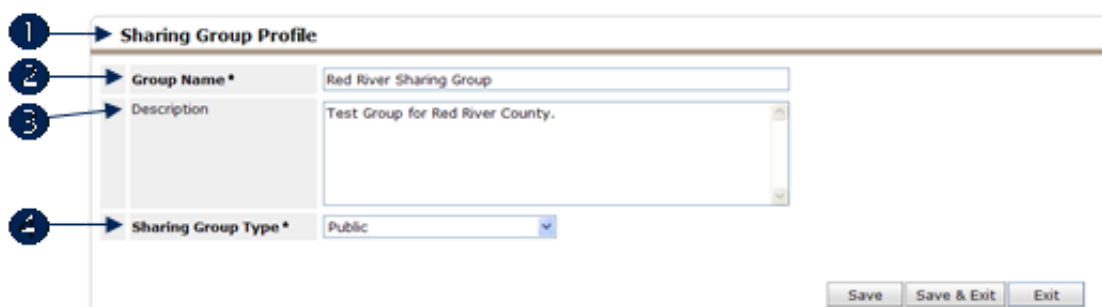
This is the first tab to display in the **Provider Groups** area. (See Figure 1-3)



1. The **Sharing Groups** area is initially displayed. **(1)**
2. To locate a sharing group, enter key words in the **Search** field **(2)** and click **Search (3.)** Key words may be words in the group's name or words found in the group's description. Click **Clear (4)** to empty the search field and begin a new search. Click **Create New Group (5)** to add a haring roup.



3. After initiating a search, **Sharing Group Search Results (1)** (Figure 1-4) displays. Click the **Red X icon (2)** to delete a sharing group (a confirmation screen will display). Click the **Edit icon (3)** or the **Name or Group ID (4)** to modify the selected group.



4. When adding a new sharing group (after clicking **Create New Group**) the **Sharing Group Profile (1)** screen (Figure 1-5) will display. Enter a **Group Name (2)**, a **Description (3)**, and select a **Sharing Group Type (4.)** The Group Type is **Public** or **Local**. Selecting **Public** will make the group available to all users. Selecting **Local** will limit the use of the group to a provider and subordinate providers.

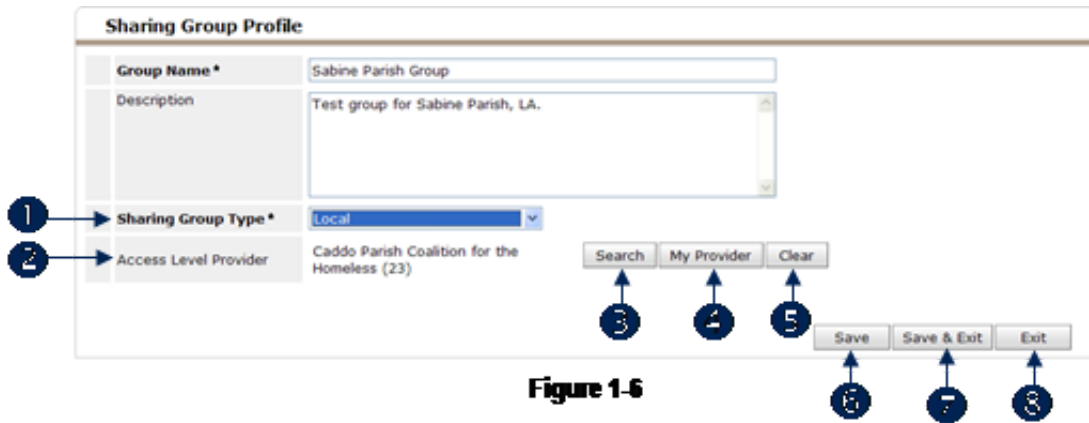


Figure 1-6

5. Selecting **Local** as the **Sharing Group Type (1)** (Figure 1-6) will result in the display of the **Access Level Provider** field **(2.)** Click **Search (3)** to select a provider. Click **My Provider (4)** to assign the user's provider as the **Access Level Provider**. Click **Clear (5)** to reset the field.

Note: *The **Sharing Group Type** and the **Access Level Provider** cannot be altered after the sharing group is saved.*

6. Click **Save (6)** (Figure 1-6, and in Figure 1-5) to retain the entered information. Click **Save & Exit (7)** to retain the information and return to the previous screen. Click **Exit (8)** to return to the previous screen without retaining the entered information.

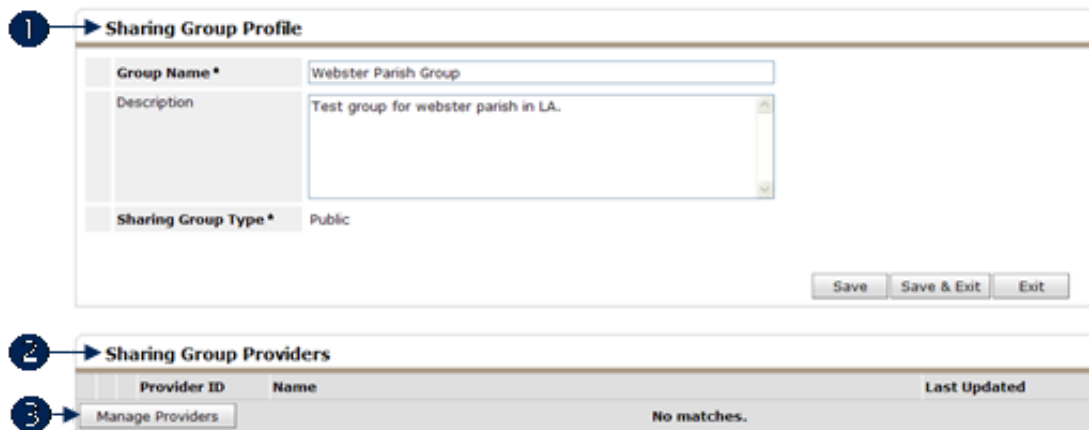


Figure 1-7

7. After a sharing group is added, or when a sharing group is accessed in edit mode (by clicking the **Edit** icon) **Sharing Group Profile (1)** and **Sharing Group Providers (2)** (Figure 1-7) will display.
8. On this screen, the **Group Name** and the **Description** may be altered. If changes occur click **Save** to retain the changes.