

My Groups Dashboard

Quickly view and manage your groups from the My Groups Dashboard. Add additional groups to your dashboard.

Search: Enter a Group's name in the Search box to filter the Groups shown in the dashboard

Download the My Groups table into Excel.

Add Groups: Select additional Groups to add to your dashboard

MY GROUPS

Manage your groups, and selected group's effective date, renewal date and number of subscribers. To add and view your groups, click +Add Groups.

Search

Group Name ↓	Subscribers ↓	Effective Date ↓	Renewal Date ↓	
ABCD	25	11/30/2020	01/08/2002	Remove
ASL Group	0	11/04/2020	01/08/2019	Remove
AZM Group	9	11/01/2020	11/23/2020	Remove
BRK Group 1	34		11/19/2020	Remove
ABC Group	54	10/20/2020	11/23/2020	Remove

+Add Groups

Click on a group's name to view additional details about the group.

If you've already added groups to your dashboard, they will appear in the table.

Clicking [Remove](#) will make the Group no longer visible in your dashboard. If you need to add the group back to your dashboard, click Add Groups.

Add Groups

Add available groups to your My Groups dashboard to easily view group information and access the group's detail page.

Search: Enter a Group's name in the Search box to filter the Groups shown in the dashboard

Available groups which have not yet been added to the My Groups dashboard will be visible in this list.

The screenshot shows a window titled "ADD GROUPS" with a close button (X) in the top right corner. Below the title is the instruction: "Choose one or more groups to manage. Click Update My Groups to refresh your list." There is a search box labeled "Search". Below the search box is a list of groups, each with a checkbox and a label: "Group Name", "POR Group", and "BRK Group 1". At the bottom of the window are two buttons: "Cancel" and "Update My Groups". Orange arrows point from the text annotations to the search box, the checkboxes, the "Cancel" button, and the "Update My Groups" button.

Click on the checkboxes next to the Group's name to select the group. Clicking on the checkbox in the header will select all groups in the list.

Cancel: Don't save any changes made in the Add Groups window. Any selected groups will not be added to the My Groups dashboard.

Update My Groups: Save any selected groups to the My Groups dashboard.