

Creating groups

Tip: You can also create a group when [creating a new job or pre-job](#).

1. In Job Finder, from the **File** menu, select **New Group**.

Tip: You can also right-click anywhere in Job Finder and select **New Group**.

2. In the Create New Group dialog box, use the lists to locate the root of the volume or the existing group that you want to create the new group in.
3. In the **New Group Name** box, type a name for the group.
4. Click **Create**.