

Requirements: You must be assigned a job role that includes the Manage Page Groups right.

1. Locate the job, and click the job name.
The job's pages are displayed.
2. Right-click on one of the pages and from the menu that appears, select **Manage Groups**.
3. In the Manage Groups window, click **New Group**.
Tip: You must create a parent group before creating a subgroup.
4. In the New Group row, type a name for the group.
5. Click **Update**.