

Change the names of a page group or change its position in the group hierarchy.

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 appear.
- 2. In the **Group** list, select the page group that you want to edit.
- 3. Perform either of the following steps:

To	Do this
Change the group name	a. Right-click any page in the group and from the menu that appears, select Manage Groups. b. In the list of groups, in your group's row, type the new group name.
Move the group to the highest level or to another subgroup	In the list of group names, drag the group to the required location.

- 4. Click **Update**.