

# Roadpost Support Center

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## Creating a Group from the Options tab [GPv3]

Lu Parente - 2016-04-12 - in How-To

Selecting **Groups** from the **Options** tab provides Administrators with the ability to manage groups. Managing groups consists of **creating new groups, modifying group members, assigning check-in schedules, and deleting groups.**

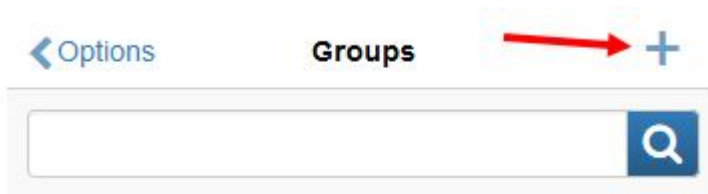
Administrators and Monitors can perform actions on an entire group, such as **Request Location, Request Check-In, Send Text Message, Enable Check-In Schedule** and **Disable Check-In Schedule.**

This article explains how to create a new group.

1. To create a group, navigate to the **Options** tab and select **Groups** from the list.



2. The groups page will be displayed, select the + sign to create a new group.



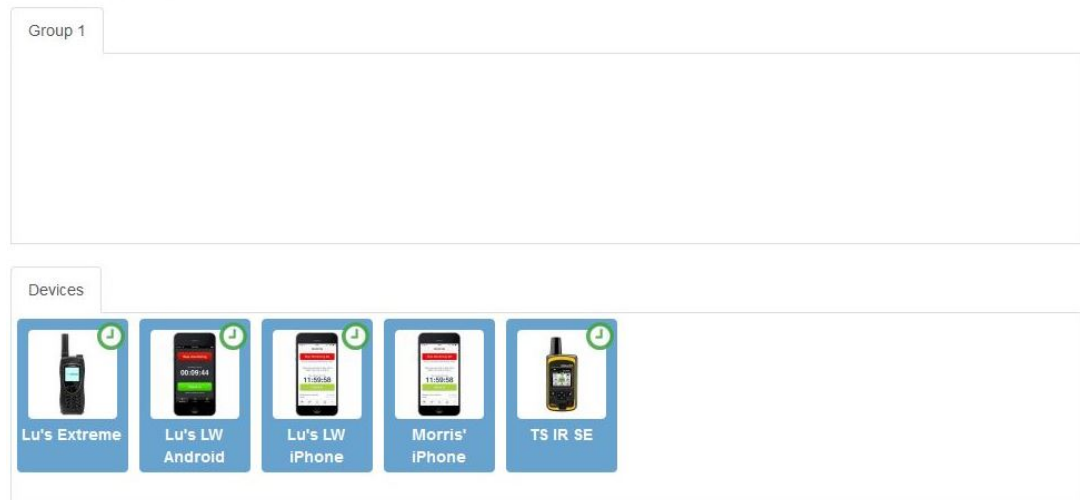
3. Give your group a name and press **OK** to continue.

4. Next, you'll be presented with the ability to **assign devices** to your group

## Manage groups for GeoPro Demo Customer

Group 1

Devices



Lu's Extreme

Lu's LW Android

Lu's LW iPhone

Morris' iPhone

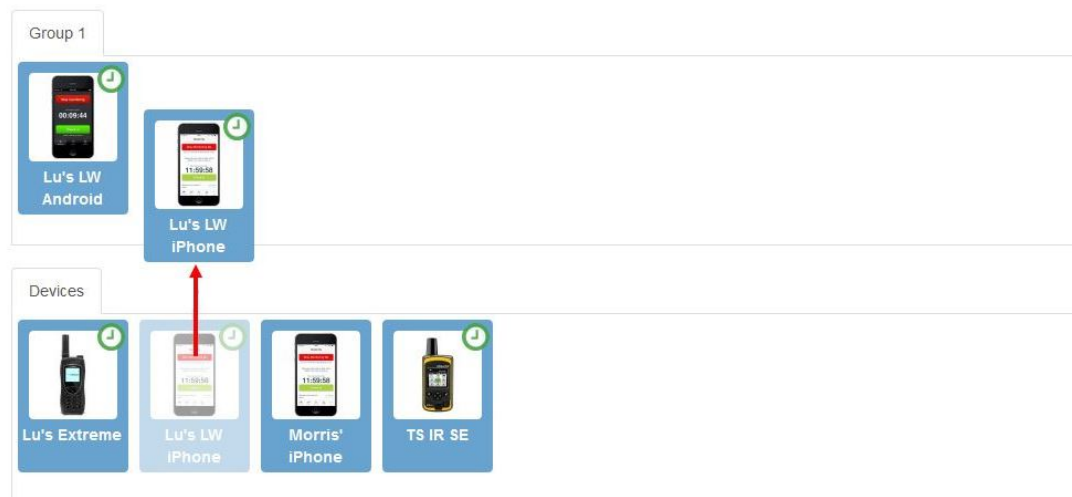
TS IR SE

Save Cancel

5. Assign devices to your group by **dragging and dropping** devices from the **Devices** tab to the **Group** tab above. Press **Save** when finished.

## Manage groups for GeoPro Demo Customer

Group 1



Lu's LW Android

Lu's LW iPhone

Devices

Lu's Extreme

Lu's LW iPhone

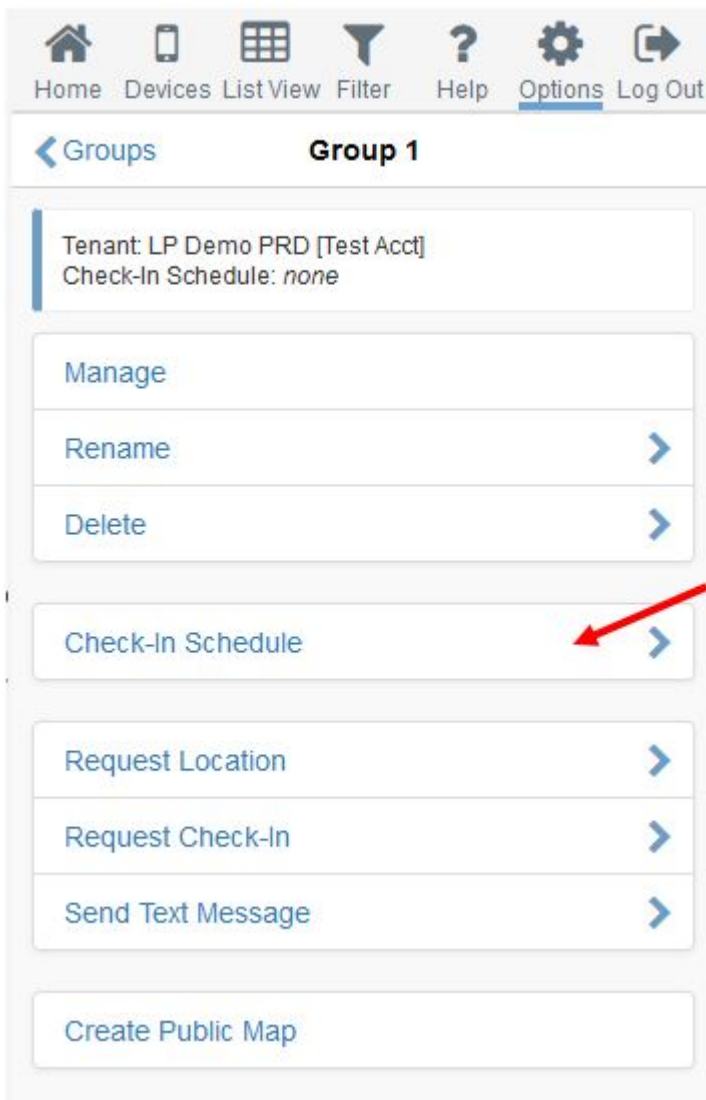
Morris' iPhone

TS IR SE

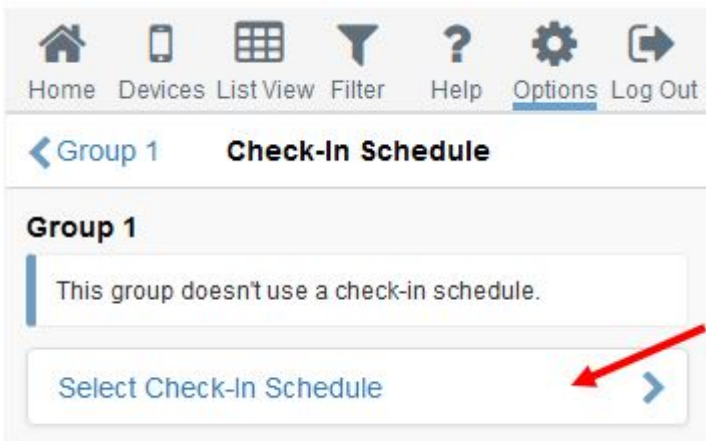
Save Cancel

### Optional steps:

6. Assign a check-in schedule to your group by selecting **Check-In Schedules** from the list.



7. Select **Select Check-In Schedule** to assign a check-in schedule to the group.



8. Select the desired schedule from the drop-down and press **OK** when finished. The selected check-in schedule will now be applied to the entire group.

< Check-In **Select Check-In Schedule**

**Group 1**

Selected Schedule

-- None -- 

