Mobile Application

Local Group for Android

perfectserve
Clinical Collaboration
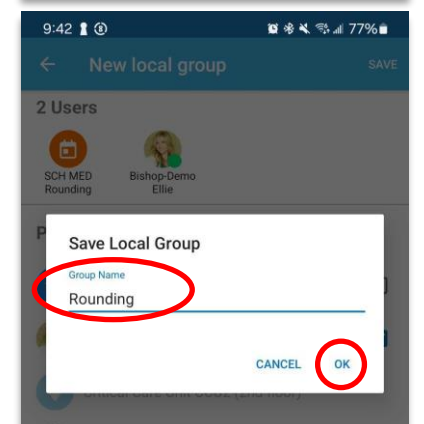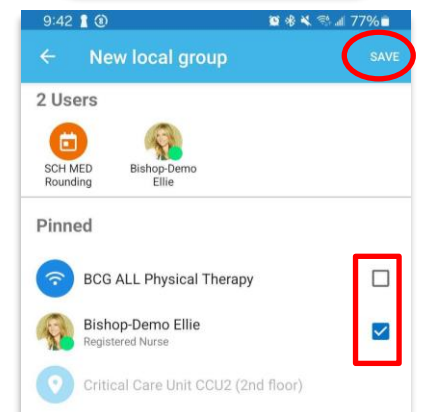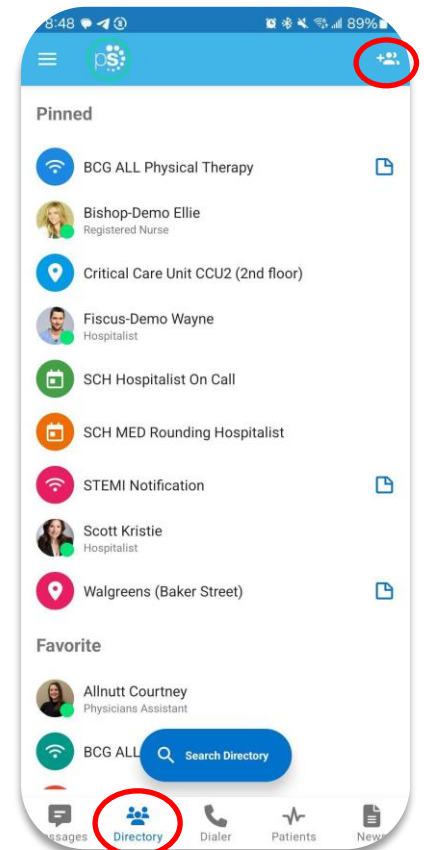
Creating a Group of Contacts

1. To create a Group, click **Directory**; then, select the **Add** symbol.
2. **Add** recipients by searching for each contact individually; marking their name to add them to the group.
3. Click **Save.**
4. **Name** your group.
5. When finished, click **Ok.**

*Your new saved group will appear under **"Local Groups".***

Editing Saved Groups

1. Select **Directory**, navigate to **Local Groups** and **select** the group you want to edit.
2. Select the **pencil** in the upper-right corner.
3. To add a new group contact, search for and select desired recipients.
4. To remove a group member, search for and unselect the recipient.
5. When finished, press the **Save** button in the upper-right corner.
6. You will then have the option to edit the group name; click **Ok** when done.