

Application

How do I import groups settings into my account?

1. Click the gear on the top right of the screen or click the link below to access the group settings template.
2. Click Tools and Settings.
3. Click Import Group Settings.
4. Click File Template "Download"
5. Enter Data into the required fields
6. After data has been entered click choose file.
7. Select the file location and click OK.

Unique solution ID: #1191

Author: n/a

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