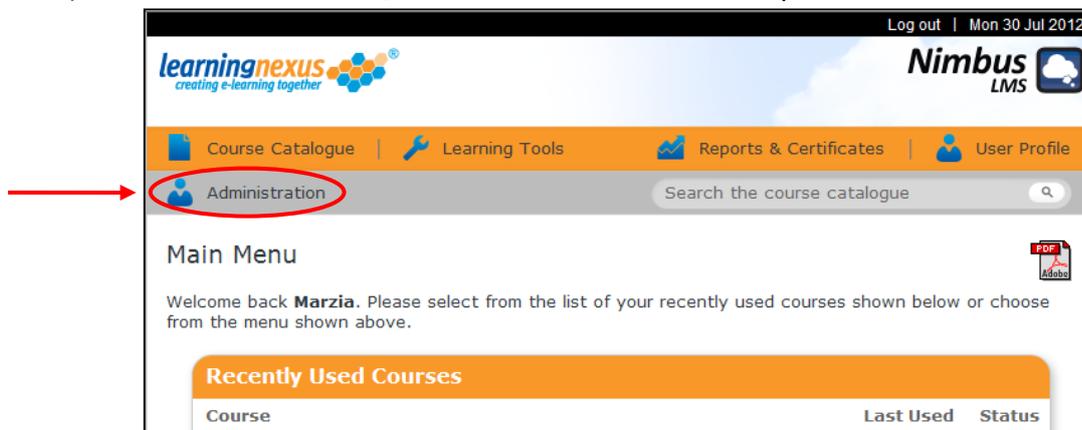
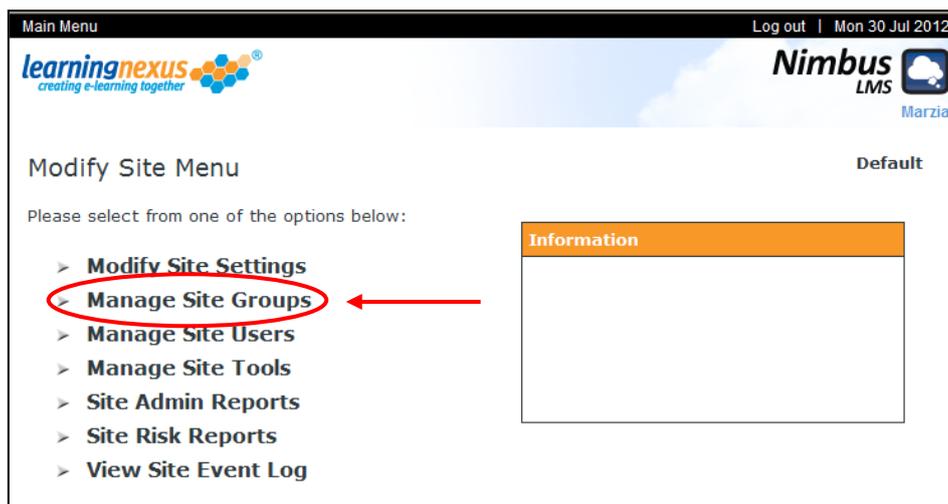


To delete a user group:

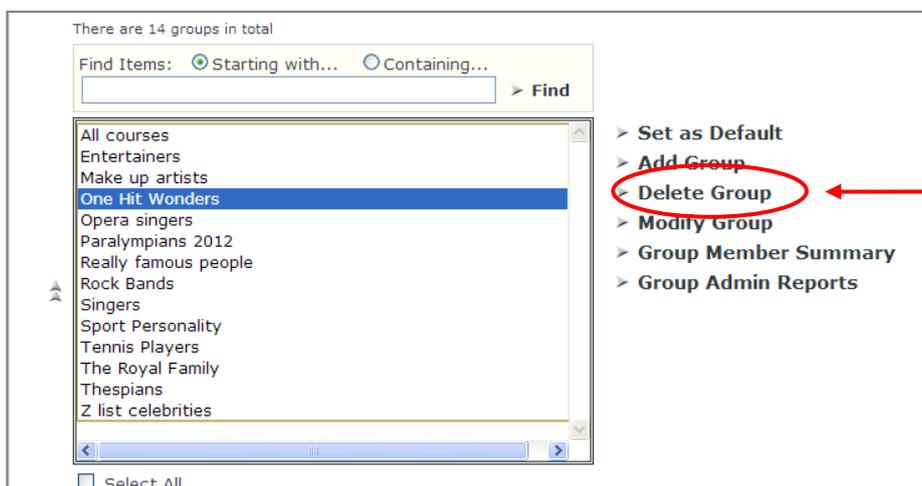
- 1) From the **Main Menu**, click on the **Administration** option:



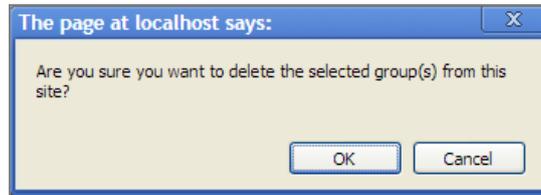
- 2) This will take you to the **Modify Site Menu** where you will see several options. Click on **Manage Site Groups**:



- 3) You will now see a page displaying the list of groups available on your site. Using your mouse, select the group you want to delete from the list in the box, then click on **Delete Group**:

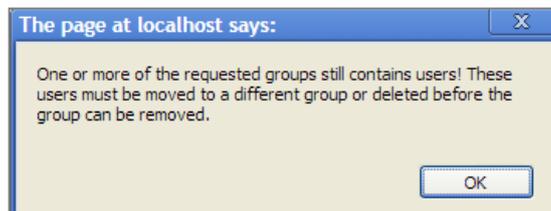


You will see a confirmation message:



Select OK to confirm the deletion.

**IMPORTANT:** If users are still allocated to the group you are trying to delete, you will see the warning message below:



This is to avoid having users in the system who are not allocated to any group. In order to be able to delete any group that still contains users you first need to remove all the users allocated to it and assign them to another group.