

Edit Groups

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You can edit groups from the **Groups** page.

Edit a group

1. Select **Account > Practice Management > General Management > Groups**.
2. Select **Edit** for a specific group to open the **Edit Group** window.

The screenshot shows the 'Groups' page with a blue 'Add Group' button in the top right. Below the header, there are two tabs: 'Active 2' (selected) and 'Archived 0'. A table lists two groups:

Group	Member	Action
Nurses 2 members	• Camille Staff • Mateo Staff	Edit Archive
Medical Assistants 2 members	• Marcus Staff • Tessa Staff	→ Edit Archive

At the bottom, it says 'Showing 2 of 2 records' and has navigation arrows: '<< < Prev Next > >>'. The 'Edit' link for the 'Medical Assistants' group is highlighted with a red arrow.

2. Make your changes and select **Save Group**.

The 'Edit Group' window has a close button (X) in the top right. It contains the following fields:

- Group Name:** A text input field containing 'Nurses'.
- Members:** A multi-select field containing 'Camille Staff', 'Mateo Staff', and 'Sara Staff', each with a close (X) button. There is also a dropdown arrow on the right.

At the bottom, there are two buttons: 'Cancel' and 'Save Group'.