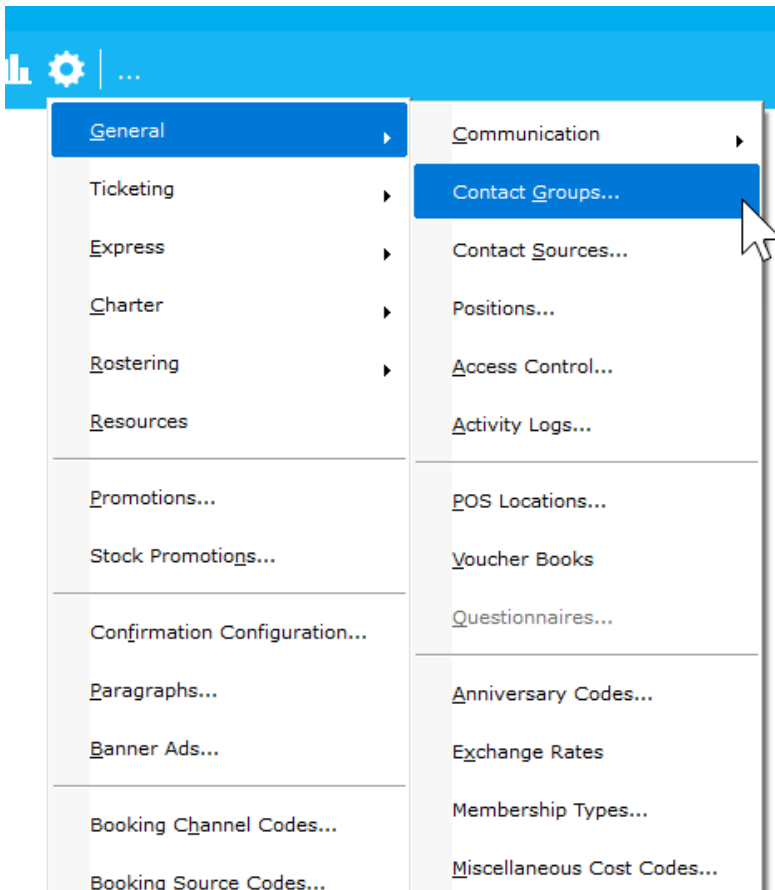


How to: Create or Remove a Contact Group

1. Go to **Settings > General > Contact Groups**



2. Select **ADD** > fill in template > SAVE

Contact Groups

Show Menu

Show archived

Contacts	Code	Description
3	10_10 DISC	10% sin
260	10_20 DISC	10% sin
0	20% ATM SPECIAL	TO - 20%
269	20% GENERAL	TO-MC 1
146	20% SPECIAL	TO - 20%
1	25% INBOUND	TO - 25%
36	ANDREWS	The And
40	ARCHIVE	Archived
1	CONCESSION	TO-MC 1
0	INCENT1	Incentiv
0	INCENT2	Incentiv
6	OTA	OTA-API
19	PARTNFR	Partners

Details

Contacts

Code

Description

Campaign List Id

Agents

Members

Suppliers

Chain

Notes

Archived

Save

Cancel

Remove

Next >>

Copy

Close

You can also edit existing templates by selecting - You cannot add or remove Contacts from the group here. Please refer to [How to: Assign or Remove...](#) | [BookStack](#)

Revision #2

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