

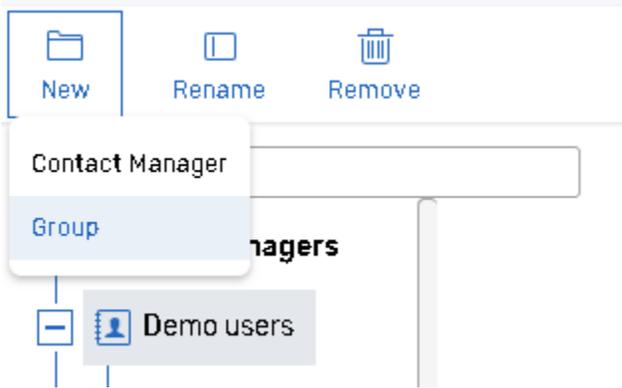
Contact Groups

The **Contact Group** is a group of contacts that are filtered out from the general list of a **Contact Manager**.

List of groups is represented as a tree and is displayed in the left pane under each **Contact Manager**.

To create a new **Contact Group**, follow these steps:

- Click the **Contacts** button from the main navigation menu at the top.
- Click the **New** button from the *Contact Managers* pane and select **Group**.



- Name the new group.
- **Add** a new **filter** your contacts will be filtered by. For details consult [Filters](#) help chapter.
- You can **copy** existing group or create a **nested** group:

Select the **group** from the list.

To create a **nested** group that contains the contacts of the parent group only, select the **Nested Group** option.

If you want to copy existing group with all filters select the **Copy Group** option.

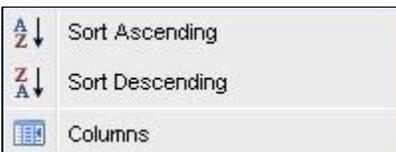
Managing Groups

To see the list of contacts that are available for certain group click on its linked name in the *Contact Managers* pane.

- **New -> New Group** Creates new contacts group.
- **Edit** If you want to edit selected group by changing filter criteria click this button.
- **Rename** Use this option to rename selected group.
- **Delete** Click this link to delete selected group.

- By deleting a Contacts group you do not delete contact records from the Contacts Manager. To delete particular contacts, consult the [Contact Manager Creation](#) chapter for more details.
- If you are viewing a Group and delete Contacts from it by selecting them and clicking the **Delete Selected** button at the bottom, the Contacts will be deleted from the Contact Manager as well. A group of contacts is not a copy of the Contact Manager records, but a filtered selection of them.
- If the group contains extra contacts which should no longer be a part of that group, click the **Edit** button and adjust the Filter criteria to exclude them.

- **Managing contacts** To sort contacts list for selected group mouse over on the arrow next to the column name.



- **Sort Ascending** - sorts contacts ascendingly by selected column.
- **Sort Descending** - sorts contacts descendingly by selected column.
- **Remove Sorting** - this option appears if you applied sorting to a column. Selecting this option removes sorting for the current column.
- **Columns** - select/clear check boxes for the columns you want to show/hide.

