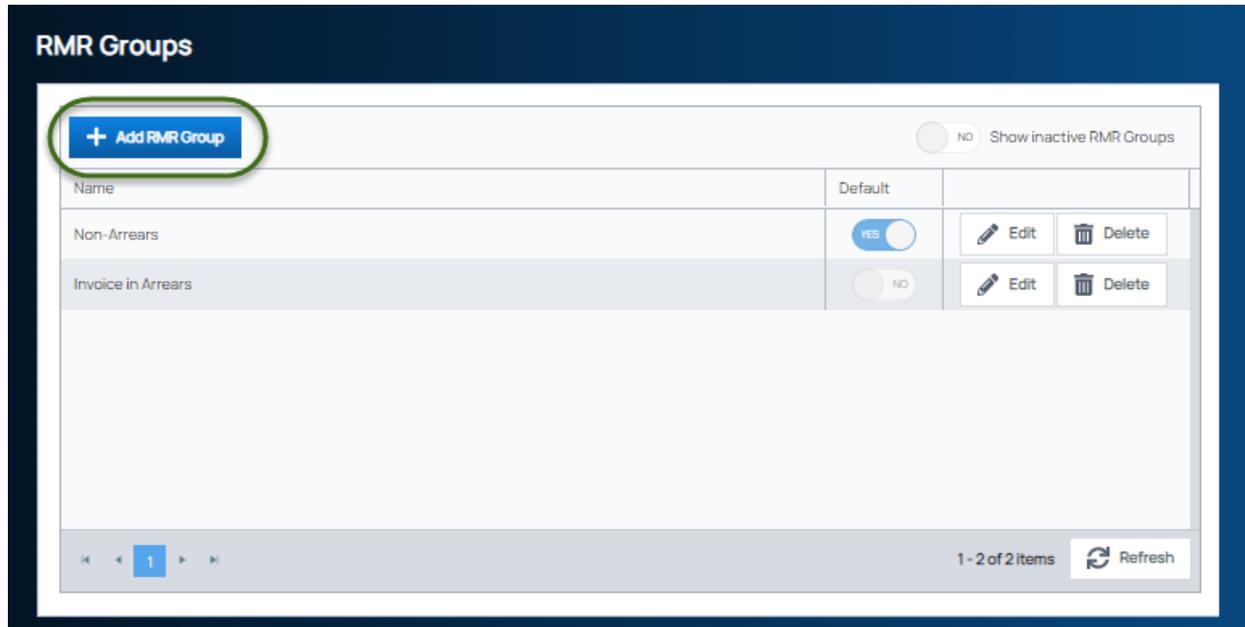


# Add an RMR Group

Last Modified on 04/27/2022 9:36 pm EDT

To add a new RMR Group, from the main menu, arrive at the RMR Groups setup with this path: Setup > Other > RMR Groups.

The RMR Groups list will be displayed. Click on the Add RMR Group button at the upper left of the form.



The Add RMR Group form will be displayed. Each data entry field will be described below.

- **Name** – Enter a name for the RMR Group. Maximum of 50 characters allowed.
- **Default** – If this RMR Group should be the default when creating a new RMR, set the toggle button to Yes. Only one RMR Group may be marked as the default.

When finished, click the Save button at the bottom of the form.