

Group Names

- Log into BDirect
- Click Reports
- Add everyone you wish to save in a group over to the Right Hand box
- Click Save As Group
- Type In Name
- Click Ok

Find Saved Group

- Click Reports
- Click drop down box next to Groups
- Select the correct group name
- Click Search
- All the individuals in this group will be in the first box

The screenshot displays the BirkmanDirect web application. The main content area is titled 'REPORTS' and features a 'SELECT INDIVIDUALS OR GROUPS' section. This section includes search filters for 'LAST', 'FIRST', 'ID #', 'COMPANY', 'GROUPS', 'TRACKING', 'FROM', and 'TO'. Below the filters are two columns of search results: 'SEARCH RESULTS (100)' and '(3) YOUR SELECTION'. The 'YOUR SELECTION' column contains three entries: 'HOGSFLESH, JAMES G. - G3WLWF', 'JACKSON, AUDREY - G3WLZK', and 'KUCZYNSKI, DENNIS C. - G3V9HV'. At the bottom of the search results, there are buttons for 'RESET', 'DETAILS', 'ADD ALL', 'CLEAR ALL', and 'SAVE AS GROUP'. An arrow points to the 'SAVE AS GROUP' button. A dialog box is overlaid on the right side of the screen, with the title 'The page at https://direct.birkman.com says:' and the message 'Please enter a name for this group'. The dialog box has an input field and 'OK' and 'Cancel' buttons. The BirkmanDirect logo is visible in the bottom right corner of the page.