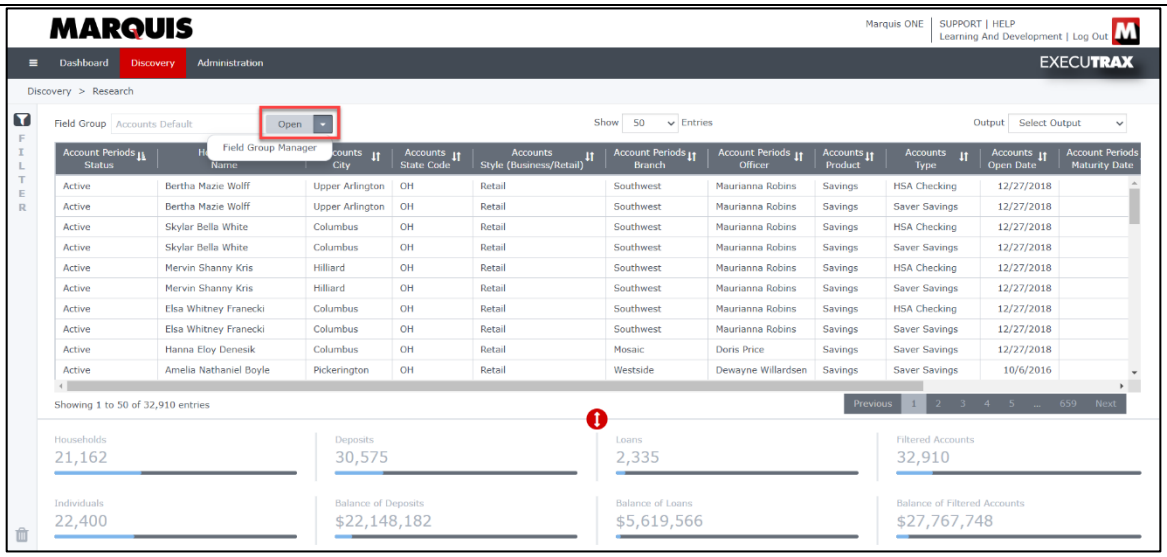
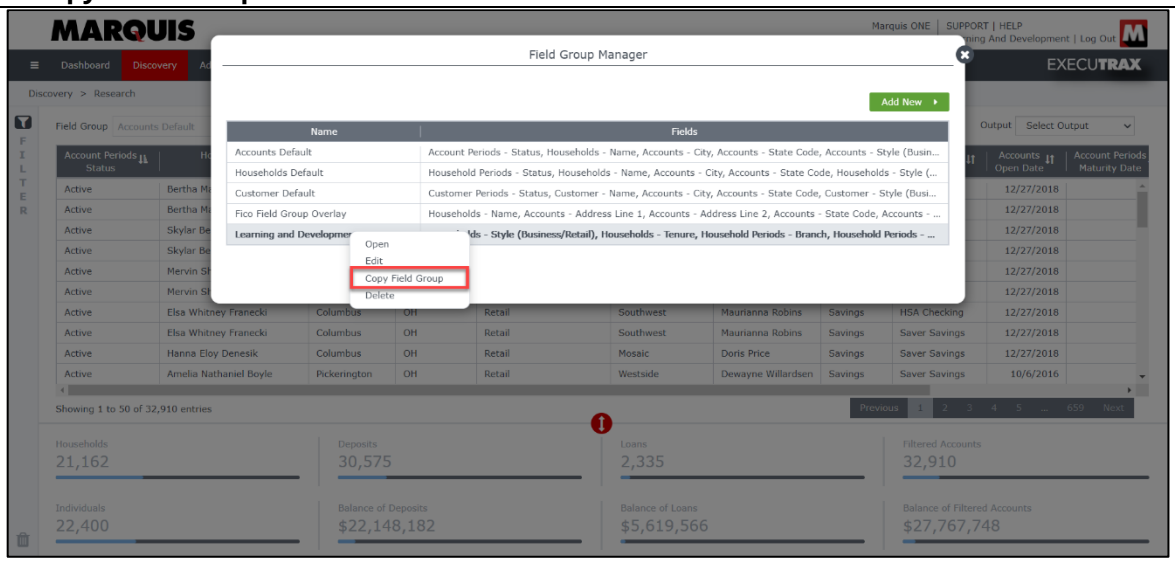
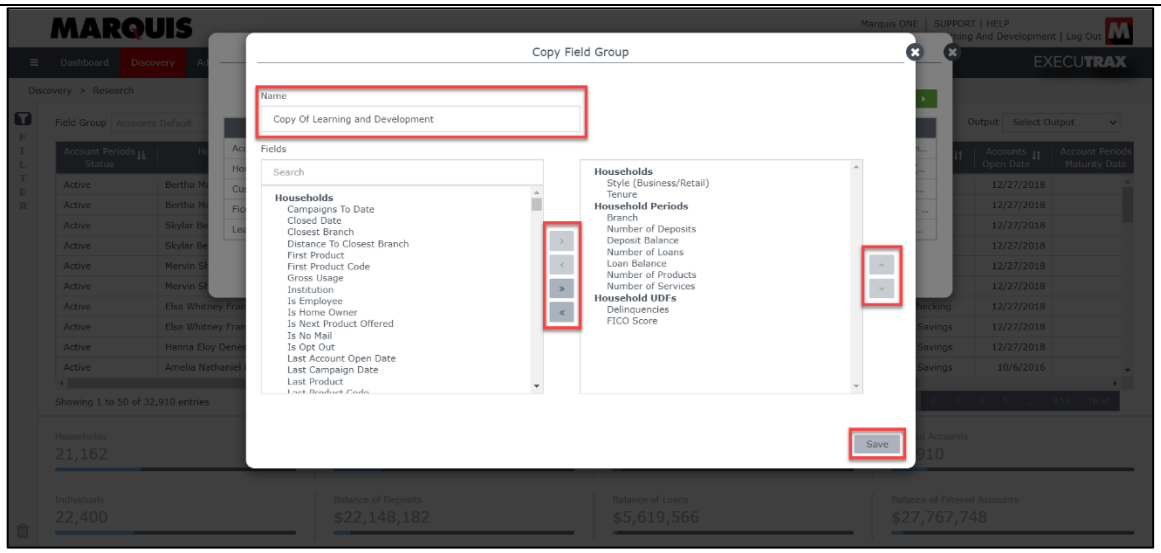
MARQUIS

MNET208	**Business Insights Copy an Existing Field Group**
	The following procedures will guide through copying existing field groups in the Discovery tool to use for analysis purposes within Business Insights.
Order of Steps	**Tasks**
Step 1	Log into **Business Insights**
Step 2	Click on **Discovery** from the main menu
Step 3	Click **Research**
Note: In order to access any of the actions within Research, a filter must be in place.	
Step 4	Build a filter within the filter window and click Activate
Step 5	To copy a field group, click the **drop-down arrow** next to the Open button
5.1	Click **Field Group Manager**



Step 6	Click on the **name** of the desired Field Group
6.1	Click **Copy Field Group**



6.2	Edit the **Name** to a unique field group name
6.3	To **add** a field, use the **Search** box directly under "Fields**"** to easily locate the desired field
6.4	With the field highlighted, use the single arrow **>** to select the desired field
6.5	To **remove** a selected field, simply click the field within the box on the right and click the single **<**
6.6	Use the up and down arrows to the right of the screen to **re-order** the selected fields
6.7	Click **Save** once all desired fields are in the right-hand box
	
Step 7	To **select** the newly created Field Group, click on the group name in the list
7.1	Click **Open**