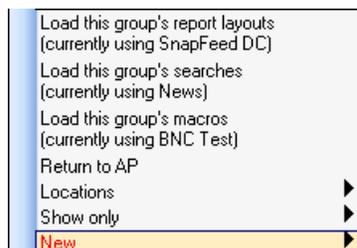# Navigating Groups

ENPS is organized by groups represented by the third and fourth folders on your ENPS screen. Each group has its own saved searches, macros, CG templates, Rundowns, Newsgathering Grids and Rundown print report layouts. It is easy to navigate between groups in your newsroom and across your enterprise.

You may have access to many other groups within your site or your enterprise. To navigate to a group click on the third or fourth folder rover. Select **Locations** then select the Server name and group name. The Server name often corresponds to the server's physical location of the server on which it is located.

Once you open the group you can load its report layouts, group searches, and group macros from the folder rover.

Favorites

To make it easy to return to a group later you can add it to your **Personal Favorites**. To add the current group to your favorites select the third or fourth rover and select **Personal Favorites →** **Add to Favorites**. To remove a favorite select **Personal Favorites → Remove from favorites** and select the group you want to remove.

A Group Manager may also configure **Group Favorites** that members of the group can access from the folder rover. Only the Group Manager may add or remove group favorites.

To return to your home group select either the third or fourth folder rover and select **My group (Group name)** or **Return to (Fourth folder)**.