

Manager

Creating System Groups

System Groups are crucial for creating Learning Plans and Reports. Many clients have access to Groups that are imported through an automatic HR import. However, if you do not have the automatic HR import option, or if you need additional Group options, you can create your own System Groups.

Create System Groups

- A. Login to your Manager website
- B. Navigate to **System** → **Edit Groups**
- C. Enter in Group Information
 - **Group Name**
 - Select **System Groups** from dropdown
- D. Select **Save As New**

Admin Center: Preview of Manager features

Admin Groups

NAME (required)

TYPE (required) -- Choose One -- System Groups

ORDER

SAVE AS NEW CLEAR

Search

Name starts with

FILTER RESET

2 rows in search result.

Type	Name	Order	Actions
System Groups	78725 CJK Test	0	EDIT ASSOCIATE VIEW

- E. Locate group and select **Associate** to add Group members

Type	Name	Order	Actions
System Groups	Observations	0	ASSOCIATE VIEW

- F. Select **Filter & Save**

Worksite Austin

Show Archived No

FILTER & SAVE CLEAR FILTER

58 rows in search result.

Manager

Creating System Groups

Create System Groups, continued

- G. Select **User** to add to group
- H. Select **Filter & Save** to save changes

58 rows in search result.

<input type="checkbox"/>	↑ Name	↑ User ID
<input type="checkbox"/>	01Garcia, 01JUse	12345678945613
<input checked="" type="checkbox"/>	Adkins, Claire	252677

Associate Supervisors to the Group

- A. Select the **Supervisor** tab
- B. Optional: Filter by Role
- C. Check the boxes next to the Administrators
- D. Select **Filter and Save**

USERS **SUPERVISORS**

Search

Last Name starts with

Showing All

Roles: Facilitator, Monitor, SYSTEM Client, Supervisor-Developer, System Administrator, Supervisor-Developer L1, Customer Admin, Coach

FILTER & SAVE CLEAR FILTER

7 rows in search result.

<input type="checkbox"/>	↑ Name	↑ User ID	↑ Position Title	↑ Worksite
<input type="checkbox"/>	Becker, Thon	9855		Austin
<input checked="" type="checkbox"/>	Cooney, Vickie	atx1232		Austin