

# WORKER GROUPS

USER GUIDE



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A Lone Worker management system

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# About this Guide

In this User Guide you can find instructions on how to create Worker Groups and use them for improved reporting and faster schedule management.

## How to create/edit a Worker Group?

- Login to the **Web app** and navigate to Company >> Workers >> Worker Groups
- Press “Add” and enter the name for your Worker Group  
*Tip: Use a short but descriptive name that will help you recognize the purpose of that Worker Group.*
- Select the Branch you want it created for and press “Next”  
*Note: In the “Available Workers” list, you can see all of the Workers that belong to the Branch you have selected (and they are not currently assigned to this Worker Group), whereas in the “Assigned Workers” list, you can see the ones that are already assigned to this Security Group.*
- Select the Workers that you want to assign or unassign to this Worker Group from the respective list and use the arrows in the middle of the screen to move them between lists.

The screenshot displays the 'Cleaners' worker group configuration for 'Main Branch Athens'. The interface is divided into two main sections: 'Available Workers' and 'Assigned Workers', each with a search bar and a list of workers. The 'Available Workers' list contains 6 workers (IDs 5360400024 to 5860400027), and the 'Assigned Workers' list contains 2 workers (IDs 5060400028 and 5260400021). Navigation arrows are positioned between the two lists. The top navigation bar includes icons for Home, Clients, Routes, Reports, BI, Actions Log, Refresh, Mute, Notifications, Help, and Settings, along with user information 'GOLD PRO BASE' and '[mycomp]'.

Available Workers		Assigned Workers	
ID	Name	ID	Name
5360400024	Worker4	5060400028	Maria Roussou
5460400023	Worker5	5260400021	Worker 3
5560400020	Worker6		
5660400029	Worker7		
5760400022	Worker8		
5860400027	Worker9		

- Once you are happy with your changes, press “Save”.
- To edit or delete a Worker Group, simply use the respective buttons located at the main Worker Groups screen.

## How to use a Worker Group for filtering?

While on the Events Browser and Schedules Page you can filter by a specific Worker Group, to easily find details and view particular actions.

### Events Browser – Worker Group filtering

- ✓ Navigate to Company >> Events Browser
- ✓ On the Workers panel, press the “Worker Group” field to view the available Worker Groups
- ✓ Select the Worker Group you are interested in

### Schedules – Worker Group filtering

- ✓ Navigate to Routes >> Schedules
- ✓ Press the Filter icon from the top left of your screen
- ✓ Select the Worker Group you are interested in

# How to use a Worker Group for Schedules Creation?

Worker Groups are very helpful when it comes to Schedules, as they reduce schedule creation times.

- ✓ Navigate to Routes >> Schedules
- ✓ Press “Add” to create a new Schedule
- ✓ From the “Groups” field, select the Worker Group of your interest, like in the below picture:

• 10:29 - 10:59 Schedule

Description

Branch Office

Worker Groups

Workers

Select All

Check Time Range  -

Check Points

<input type="checkbox"/>	ID	Occurrences	Point alias	Client	Site
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	10136	1	Main Entrance - Central P; Park - Central Park		Main Entrance
<input type="checkbox"/>	10137	1	East Entramce - Central P; Park - Central Park		East Entrance
<input checked="" type="checkbox"/>	10138	1	Lavatory Room	Sea Apartments - Michael	Silver Apartment
<input checked="" type="checkbox"/>	10139	1	Bathroom - Geo	Sea Apartments - Michael	Silver Apartment
<input checked="" type="checkbox"/>	10140	1	Living Room - Form	Sea Apartments - Michael	Golden Apartment
<input type="checkbox"/>	10141	1	Parking Lot	Sea Apartments - Michael	Silver Apartment

Options  Loose schedule  Activated  Alert by Email

Repeat

- ✓ Complete your Schedule creation by following the steps in the **Schedules User Guide**

## MyLoneWorkers management system

