

WORKER GROUPS

USER GUIDE



A Lone Worker management system

About this Guide

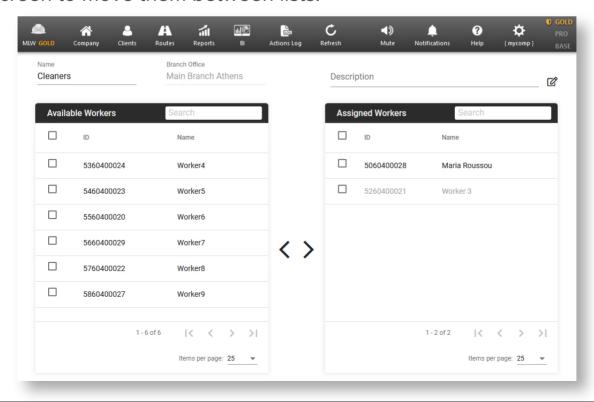
In this User Guide you can find instructions on how to create Worker Groups and use them for improved reporting and faster schedule management.

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.



- 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

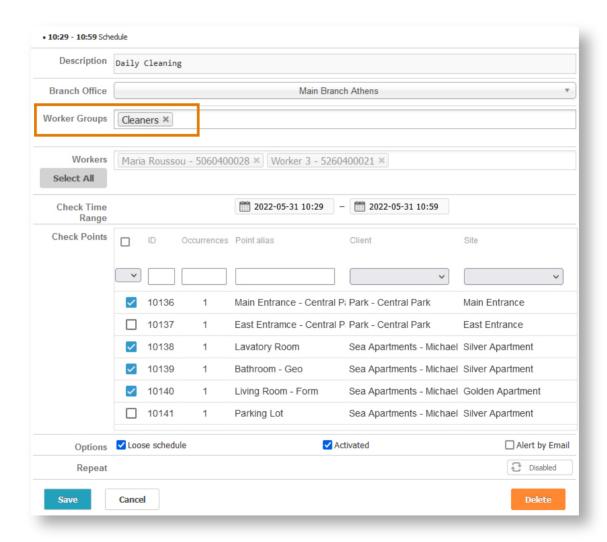
Schedules – Worker Group filtering

- ✓ 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:





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



MyLoneWorkers management system

