

# Manage User Groups

Managing users is a tough task that can be made much easier through the creation and management of user groups. User groups are simple yet powerful, read below to learn how to create and use them effectively.

## Overview

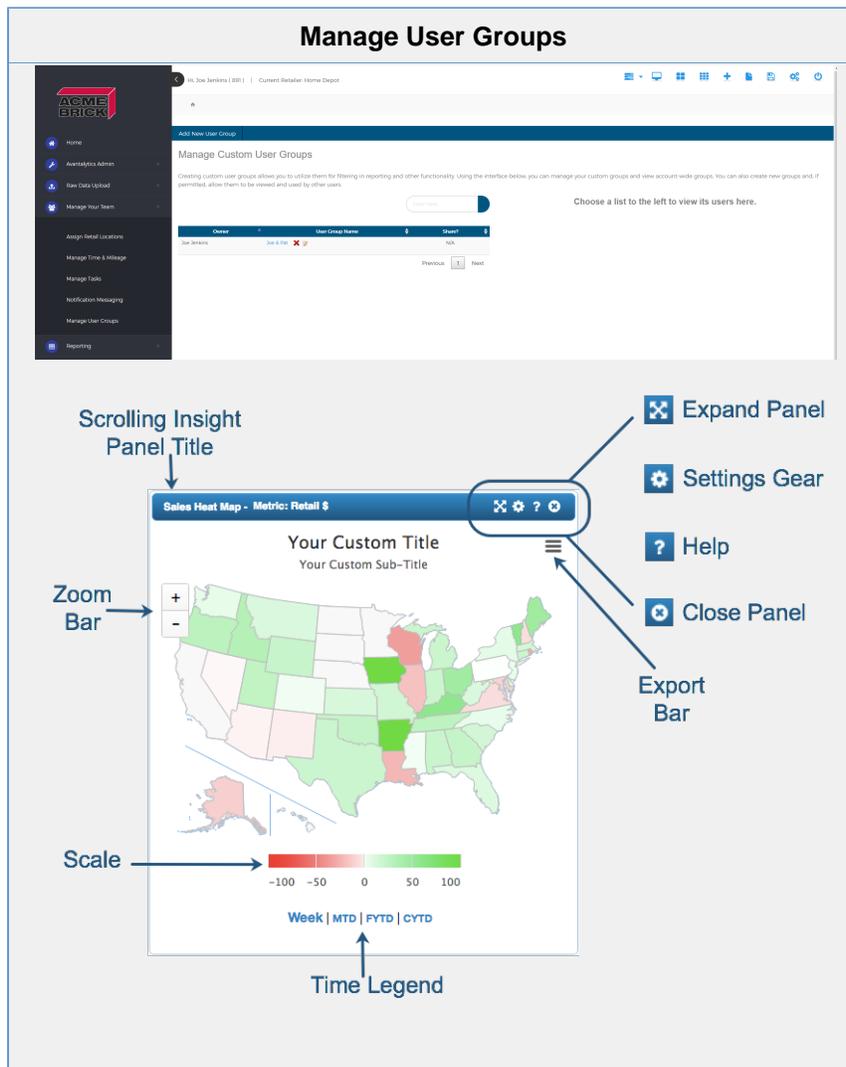
To begin working with user groups, click on the "Manage Your Team" menu option from the left-hand menu. Once that opens, if you have permission to do so you should see an option near the bottom called "Manage User Groups" - click that and you'll be presented with a screen very similar to below. User groups are managed nearly identically to report distribution lists - so if you're familiar with them, this will be a breeze.

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## Adding / Updating User Groups

To add a new user group, locate the toolbar option near the top of the screen and select "Add New User Group" button. You'll be presented with the screenshot below. The dialog gives you the option to provide a group name and select one or more users. There is a filter below



# How to Use User Groups

User groups can be used in many places, below are a short list of uses:

1.) Limiting notifications to certain users:

In the screenshot below, the notification shown relates to being notified if a given user exceeds an hour threshold for the given day. You may have certain users that you want to monitor for overtime purposes, Other users you may not be concerned with. User groups allow you to manage these groups of users separately allowing you to set notifications of this type for certain users while ignoring other users.

The screenshot shows a web interface for configuring a notification. At the top, there is a dark blue header with the text "Merchandising - Employee Payroll Daily Hours Above Threshold". Below this, there are two tabs: "New Notification" (which is active) and "Existing Notifications". The main content area is titled "( 34 ) Merchandising - Employee Payroll Daily Hours Above Threshold". Underneath, there is a bold description: "Description: Receive notification when a users cumulative hours exceed a set amount in a given payroll workday". Below the description, the section "Notification Configuration Parameters" contains several fields: "Choose A User Group" with a dropdown menu, "Select Employees (Optional)" with a list of four employees (Zenobia Yoel, Liya Konrad, Matjja Modesta, and Adrian Markos) and a search box below it containing the text "type here to filter people", and "Hours Threshold" with a dropdown menu set to "1/4".