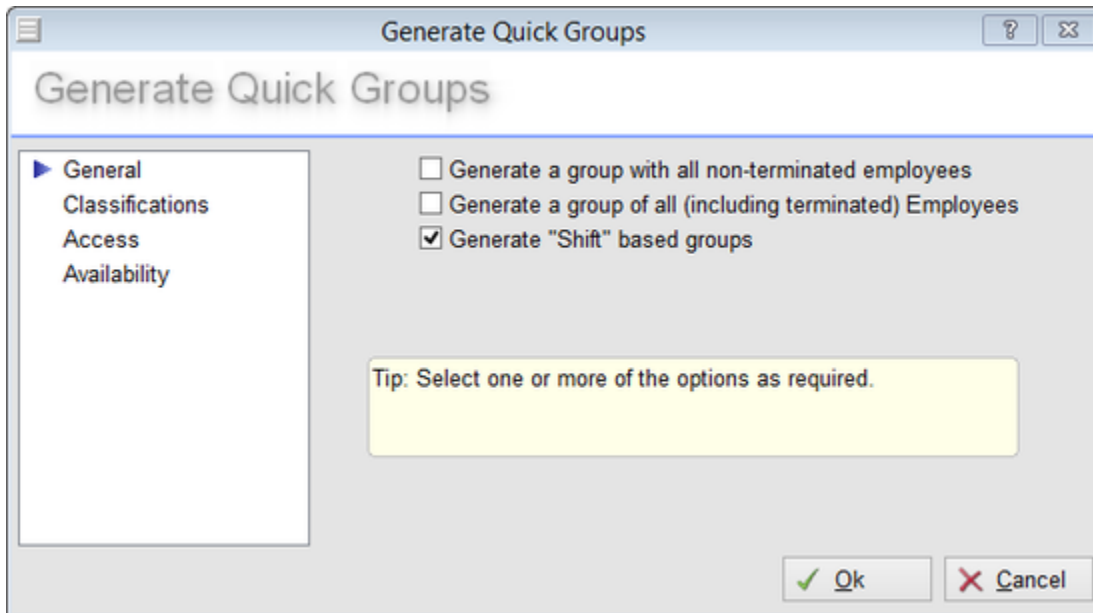


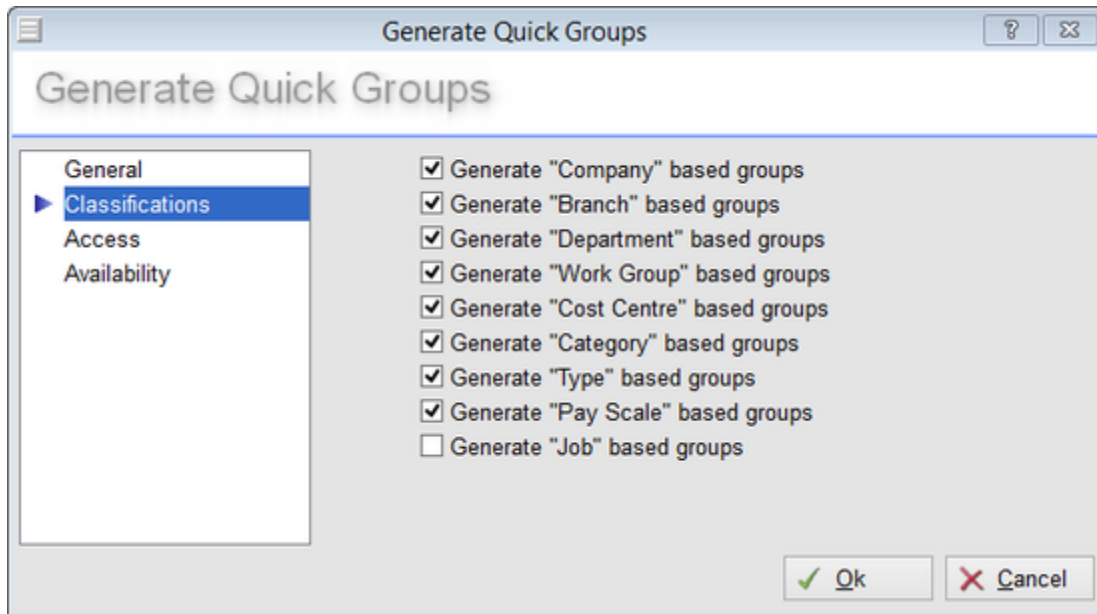
The Quick Generate option will create the most commonly encountered groups for you and provides you with easy select options that can be automatically created.

To create an Employee Group using the Quick Generate option, proceed as follows:

1. When the *Browse Employee Groups* window is displayed, select the **Quick Generate** button and the *Generate Quick Groups* window will be displayed.

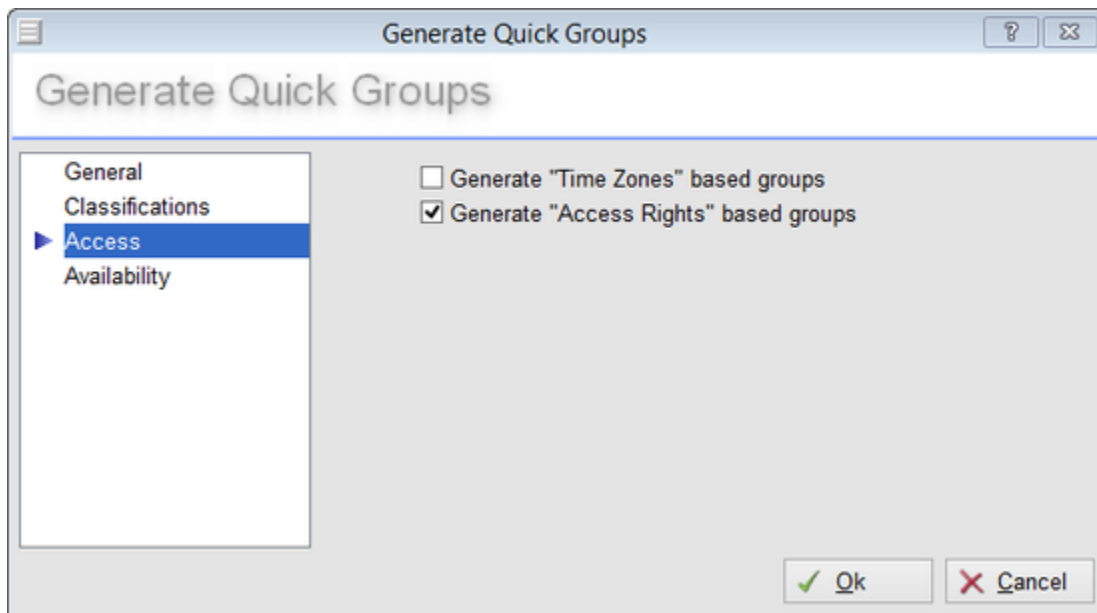


2. Select the **General** settings option. If one or more of the listed groups need to be generated, select the corresponding check box. The options are:
 - a. **Generate a group with all non-terminated employees.** Selecting this option will create a group of all employees currently registered on the system who have not been terminated.
 - b. **Generate a group of all employees.** This option will generate a group of all system registered employee, current and terminated.
 - c. **Generate Shift based groups.** This option will generate separate groups of employees for each Shift that has been defined.
 - d. **Generate Limit based groups.** This option will generate separate groups of employees for each Limit that has been defined.
3. Select the **Classification** settings option.



If one or more of the listed employee Classifications groups need to be generated, select the corresponding check box. The system will create groups of all employees for each Classification type available.

4. Select the **Access** settings option.

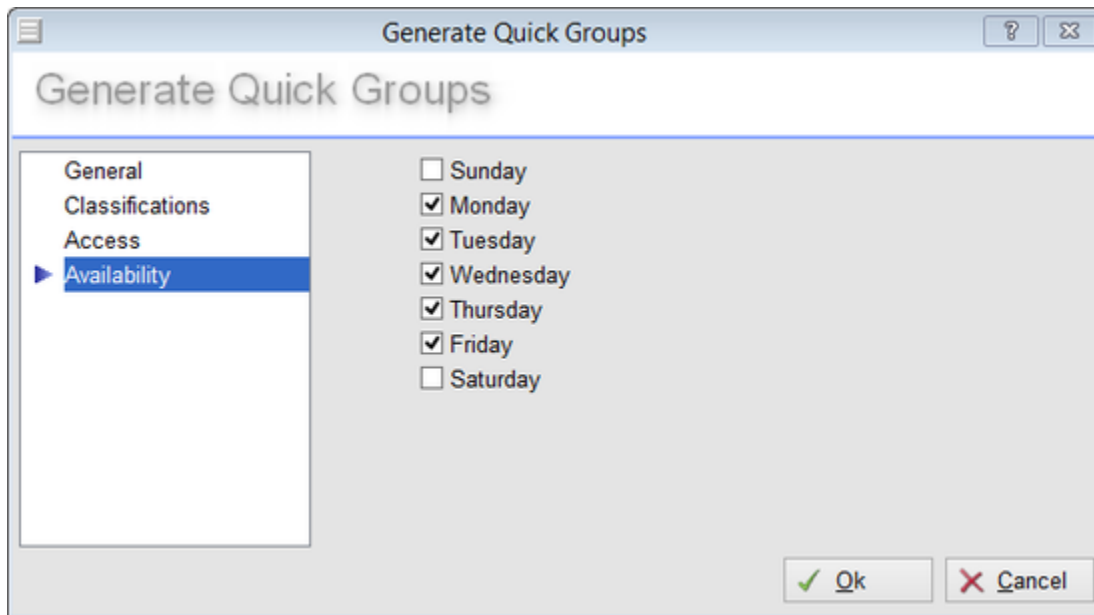


If one or more of the listed access groups need to be generated, select the corresponding check box.

The options are:

- a. **Generate Time Zones based groups.** Selecting this option will create groups of employees for each Time Zone available.
- b. **Generate Access Rights based groups.** This option will generate employee groups for each Access Rights option available.

5. Select the **Availability** option.



If an employee group is to be generated with reference to availability, select the corresponding check box.

6. When the required group options have been selected, click on the **Ok** button and the respective Employee Group will be created and added to the list.

Permalink: <http://tinyurl.com/p8xpsxk>