Point-of-Care
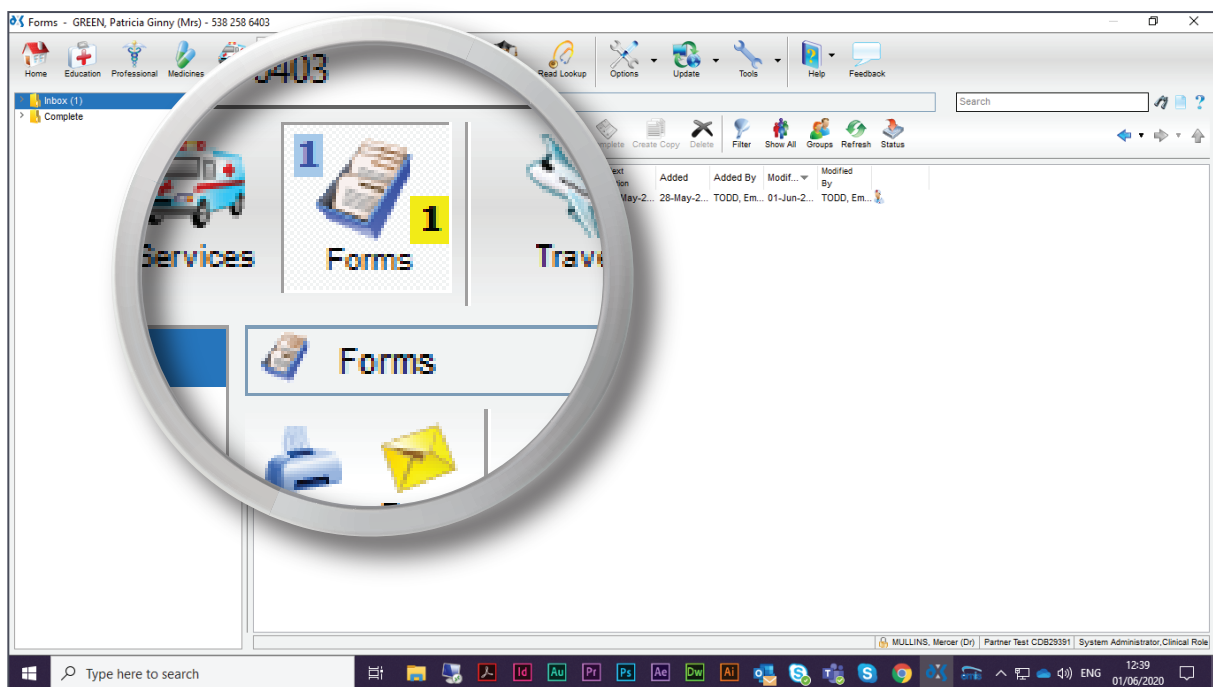
User Guide

How to Create a Staff Group

Introduction

A referral form can be assigned to a staff member or a staff group. This guide will show you how to create a staff group. Only users with administrative rights can create staff groups.
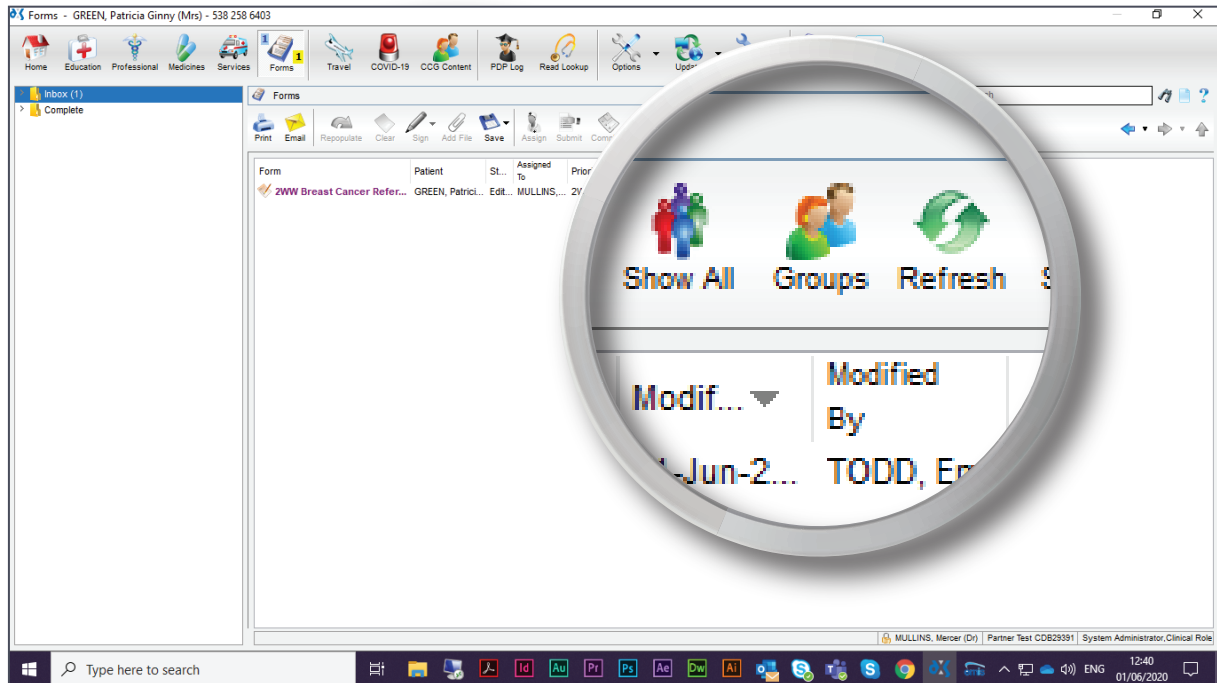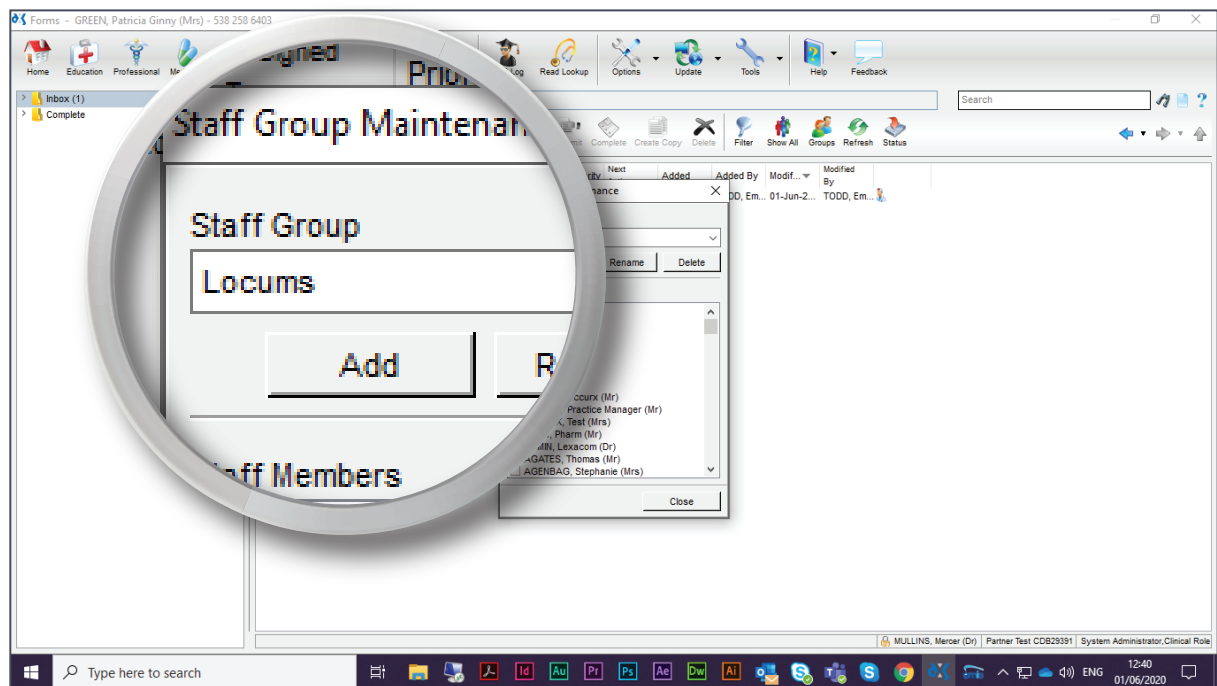
Instructions

1.   To create a staff group, navigate to the 'Forms' section.
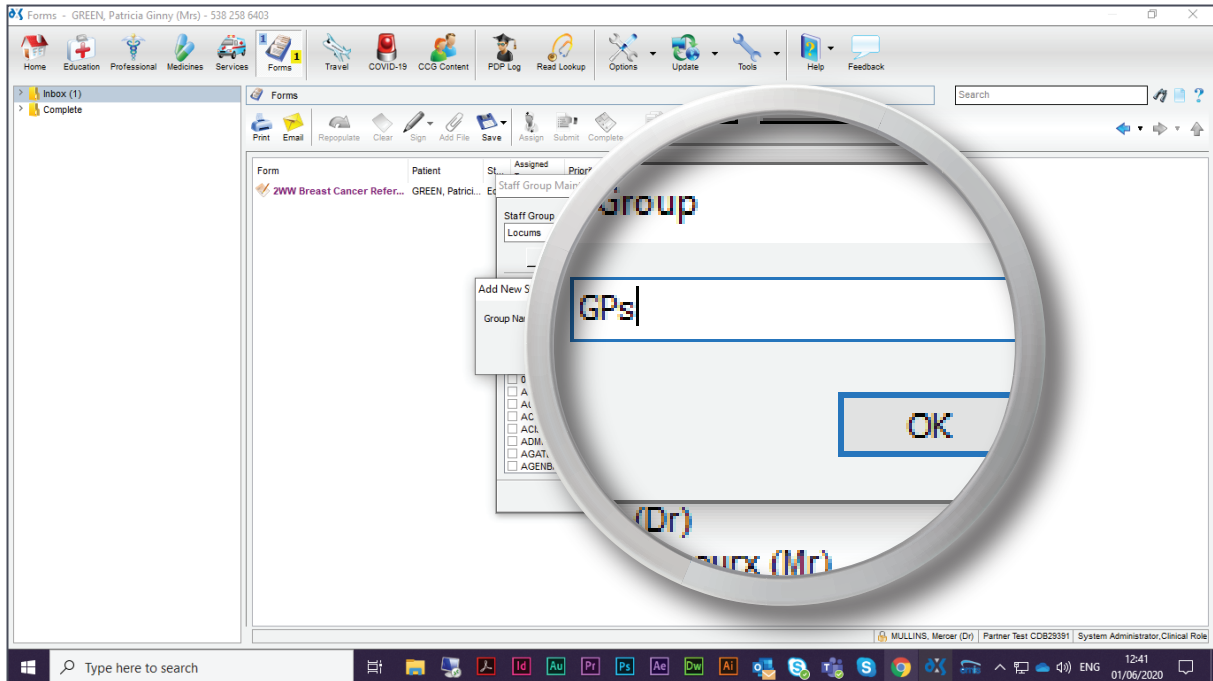
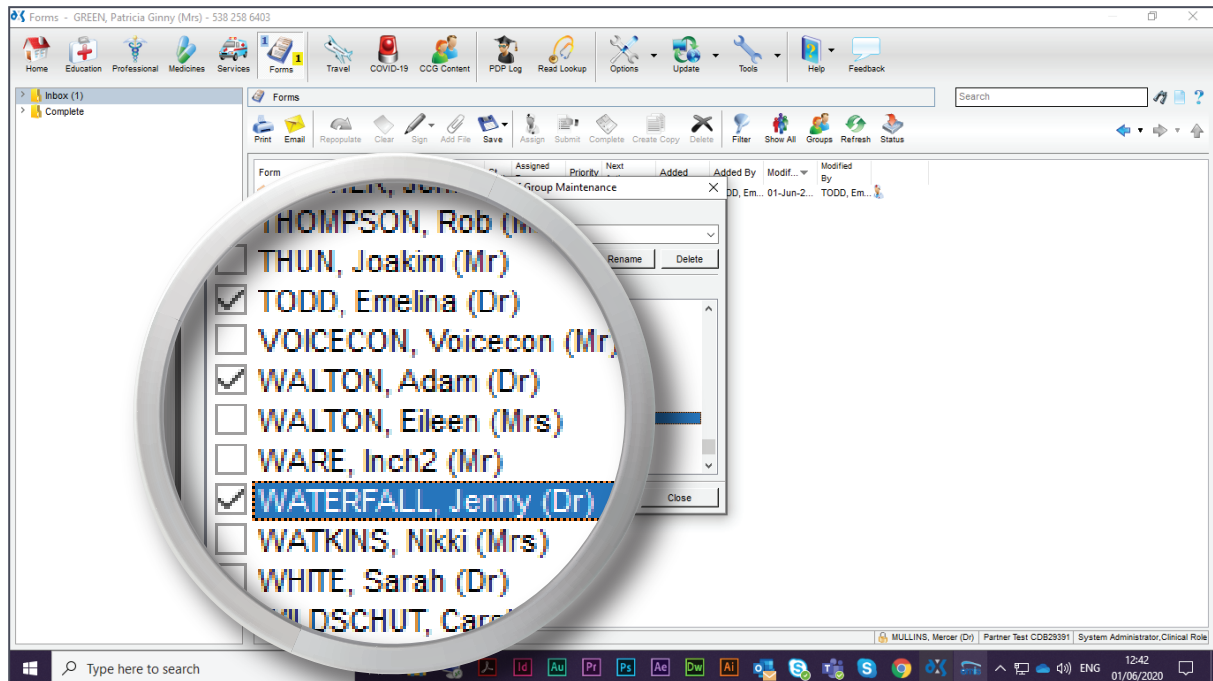2.   Click on the 'Groups' button.

3.   Click 'Add' and enter a group name.

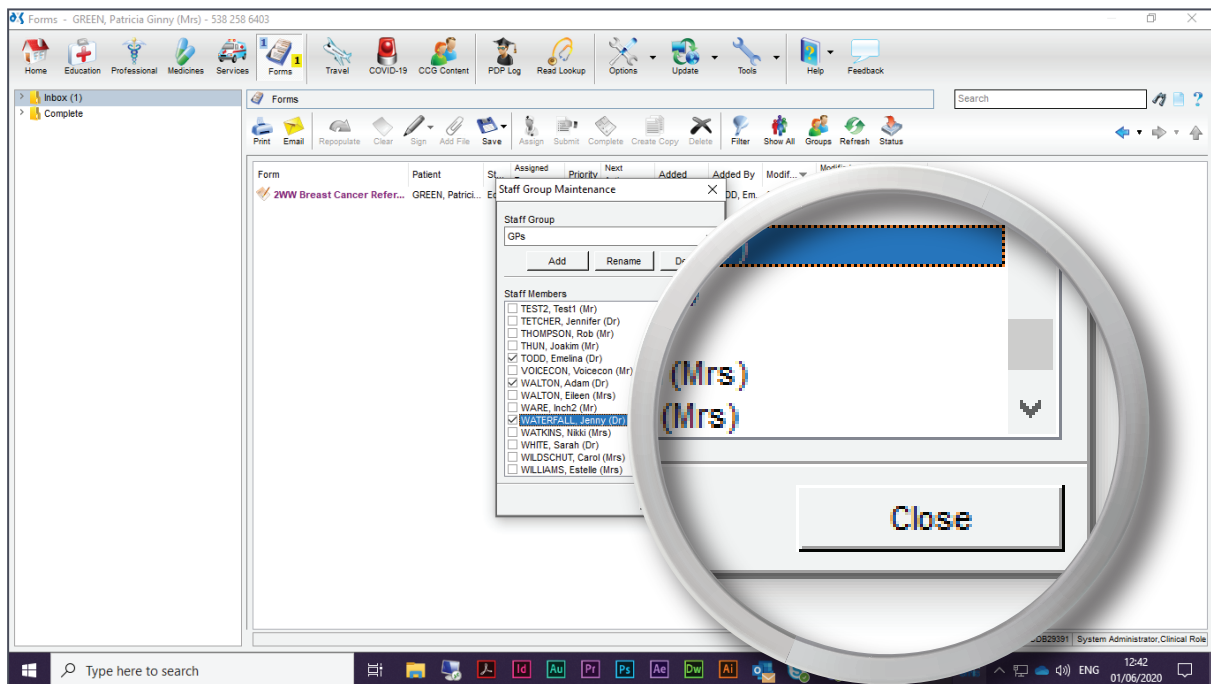4.	Click 'OK' to add the group to the staff group list.

5.	Select the staff members that you would like to add to the group.
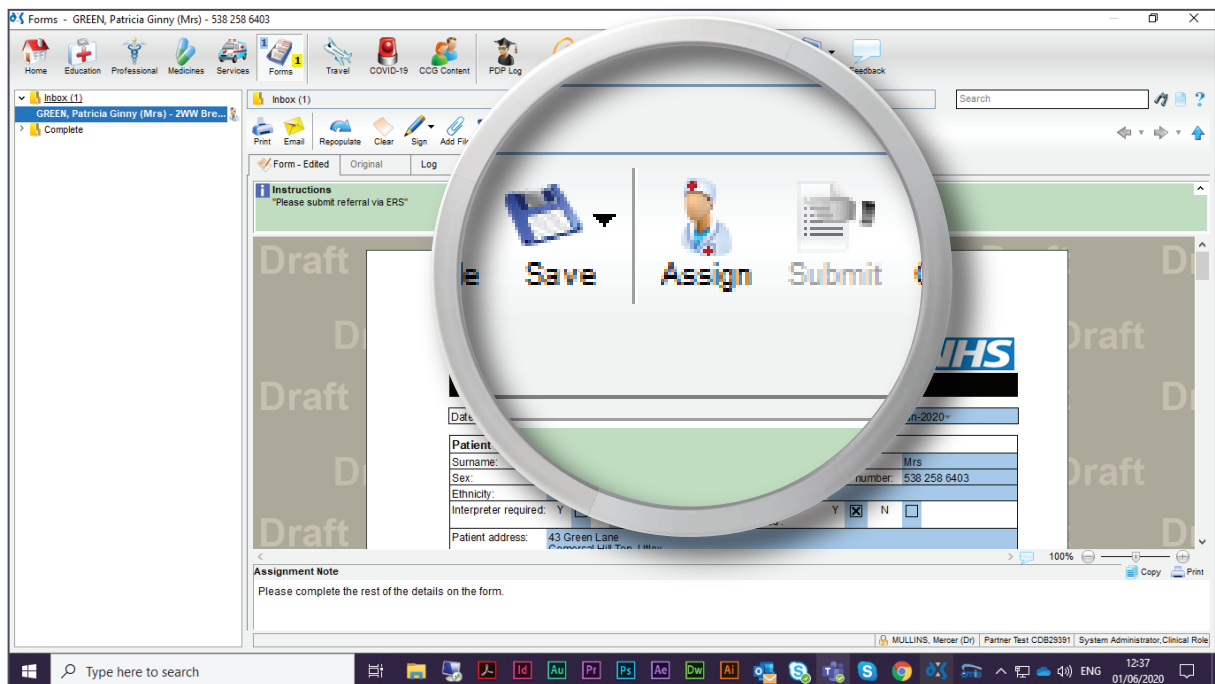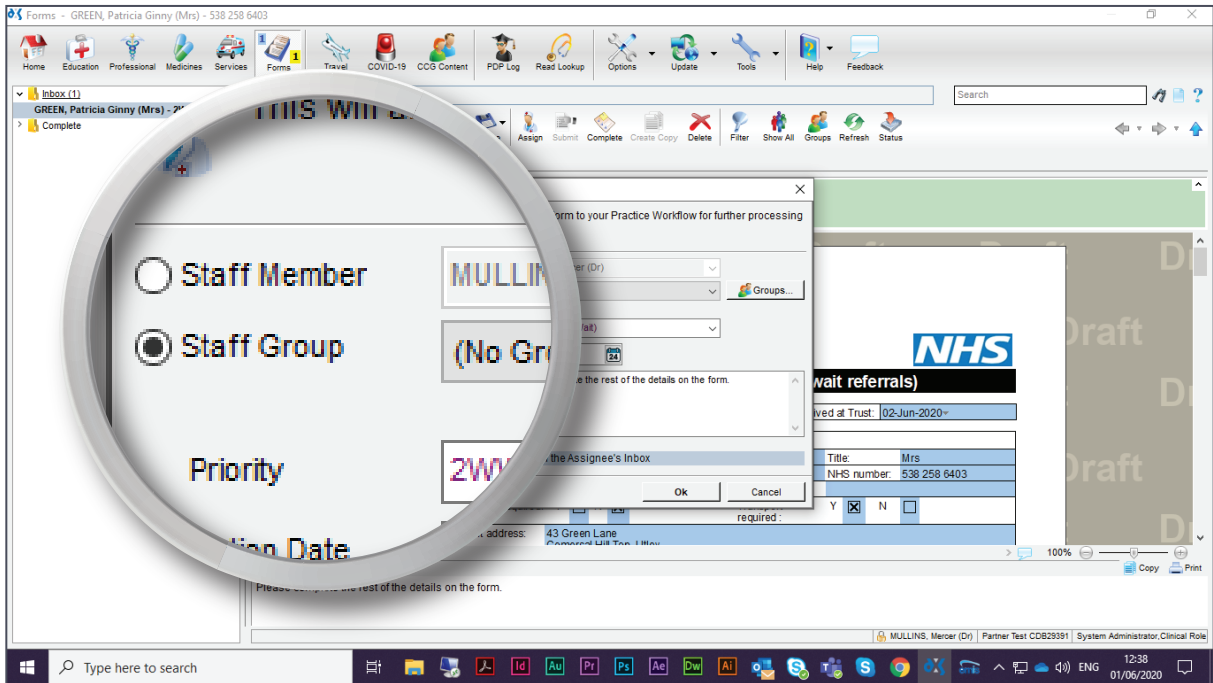
6.   Click 'Close' to complete the process.

7.   Alternatively, you can click on the 'Assign' button.

8.   Select 'Staff Group'.

9.   Click on the 'Groups' button and follow the same steps.

Support

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Training

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