How-To Create and Use Task Groups in Training Tracker 7 Web Version
Task Groups

Task Groups can be used to designate multiple tasks, which will be saved as a group. Allowing them to be assigned together quickly and easily.
Go to the **Utilities** tab select the sub tab **Task Groups**
Enter the name of the new task group in the text box and click the “Add” button.
Go the the **Task** tab. Select the tasks that you need to group together and click the “**Group Selected**” button.
After clicking the “Group Selected” button you will be prompted to assign the selected tasks to a Task Group. Use the drop down menu to select the desired Task Group and click the “Add” button.