



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

computer  directions

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**

The screenshot displays the Training Tracker web application interface. At the top, a dark navigation bar contains the logo and menu items: Training Tracker, Trainees, Tasks, Assignments, Utilities, and Admin. On the right side of this bar, it says "Welcome, HARRY" and "Sign Out". Below the navigation bar, a sub-menu titled "Utilities" is open, showing options: Departments, Job Titles, Categories, Task Types, Task Groups, and Tags. Two large red arrows point to the "Utilities" tab in the top navigation bar and the "Task Groups" sub-tab. Below the sub-menu, there is a form to "Add New Task group" with a text input field for "Task Group Name", a "Division" dropdown menu set to "All Divisions", and a green "Add" button. At the bottom, a table header is visible with columns for "Task Groups" and "Division Name", and a "print all" link.

Enter the name of the new task group in the text box and click the “**Add**” button.

The screenshot shows the Training Tracker interface. The top navigation bar includes 'Training Tracker', 'Trainees', 'Tasks', 'Assignments', 'Utilities', and 'Admin'. The 'Utilities' menu is expanded, showing options like 'Departments', 'Job Titles', 'Categories', 'Task Titles', 'Task Groups', and 'Tags'. Below this, the 'Add New Task group' form is visible. The text box contains 'Safety Task Group', and the 'Add' button is highlighted. Red arrows point from the 'Utilities' menu to the text box and the 'Add' button.

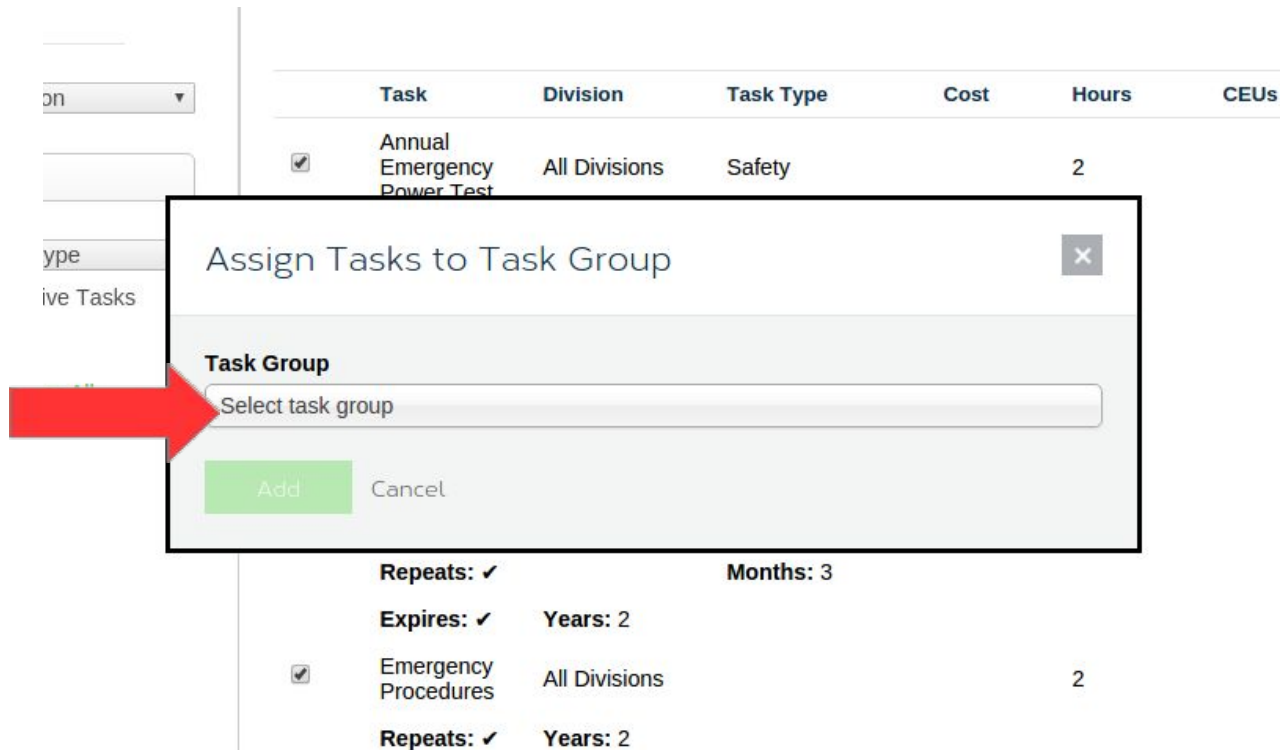
Task Groups	Division Name	print all
New Employees	All Divisions	

Go to the **Task** tab. Select the tasks that you need to group together and click the **“Group Selected”** button

The screenshot shows the Training Tracker application interface. The navigation bar at the top includes 'Trainees', 'Tasks', 'Assignments', 'Utilities', and 'Admin'. The 'Tasks' tab is active. Below the navigation bar is a search bar labeled 'Search Tasks'. On the left side, there is a sidebar with a 'Create New Task' button, search filters for 'Division' and 'Task name', and a 'Search' button. The main content area displays a table of tasks with columns for 'Task', 'Division', 'Task Type', 'Cost', 'Hours', and 'CEUs'. Two tasks are selected: 'Annual Emergency Power Test' and 'CPR Certification'. A 'Group Selected' button is highlighted with a red arrow, and a 'Select All' checkbox is also highlighted with a red arrow.

Task	Division	Task Type	Cost	Hours	CEUs
<input checked="" type="checkbox"/> Annual Emergency Power Test	All Divisions	Safety		2	
Repeats: ✓	Years: 1				
Expires: ✓	Years: 5				
<input checked="" type="checkbox"/> CPR Certification	All Divisions		200	1	
Repeats: ✓	Years: 2				
Expires: ✓	Years: 2				

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.



The screenshot displays a software interface with a modal dialog box titled "Assign Tasks to Task Group". The dialog has a close button (X) in the top right corner. Below the title, there is a section labeled "Task Group" containing a dropdown menu with the text "Select task group". A red arrow points to this dropdown menu. At the bottom of the dialog, there are two buttons: a green "Add" button and a grey "Cancel" button.

In the background, a table lists tasks with columns: Task, Division, Task Type, Cost, Hours, and CEUs. The visible rows are:

Task	Division	Task Type	Cost	Hours	CEUs
<input checked="" type="checkbox"/> Annual Emergency Power Test	All Divisions	Safety		2	
<input checked="" type="checkbox"/> Emergency Procedures	All Divisions			2	

Below the table, there are several settings:

- Repeats: Months: 3
- Expires: Years: 2
- Repeats: Years: 2