

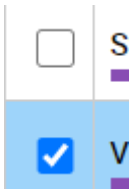


Job Aid

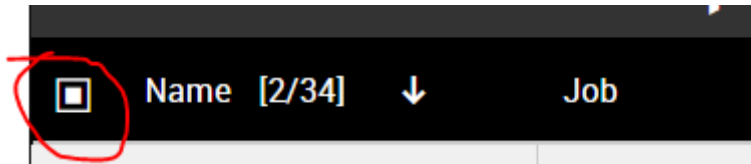
Grouping Employees Using Checkboxes

Using checkboxes to group employees.

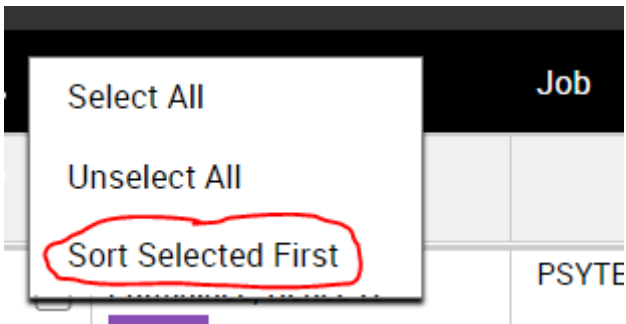
In this example, you want to group a preceptor and a preceptee. Check the box next to the name of the preceptor and preceptee:



Click into the check box at the top of the name list:



Pick **Sort Selected First**:



The employees will be moved to the top of list for easy access to 2 or more employees:

