



## View by schedule group

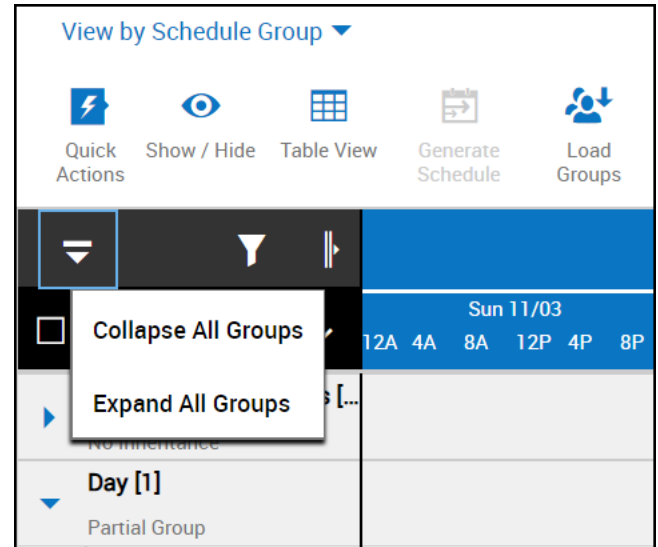
Schedule groups allow you to create, view, and modify employee schedules in unison. An employee may belong to one group, to multiple groups, or to no group.

### To view employees organized by schedule group:

1. Click **View by > Schedule Group**.
2. At the top of the **Name** column, click and select **Collapse All Groups** to show only a header row indicating ungrouped employees followed by header rows indicating each group name.
 

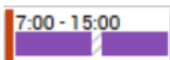
Empty groups are not shown. If you need to add employees to an empty group:

  - a. Click **Load Groups**.
  - b. Click the check boxes of groups you want to view or clear the check boxes of groups you want to hide.
3. To expand a group to show its employees as individuals, click the right arrow next to the group name.
4. To collapse a group to show only the header row with the name and group entities, click the down arrow next to the group name.
5. To show all the employees in the loaded groups as individuals, click and select **Expand All Groups**



### Visual arrangement

- Employees who are not in any group are listed first under the header **Ungrouped Employees**.
- Employees belonging to a group (or groups) appear only under that group header (or those group headers).
- A group that allows inheritance of group entities is identified by a blue group header row with the first column containing the group name and the number of loaded employees in the group. Schedule patterns, shifts, paycodes, locks, and tags created in this row apply to all the employees in the schedule group. Each schedule item appears in the appropriate date cell.
- A group that does **not** allow inheritance is identified by a gray group header row with the group name and the number of loaded employees in the group, followed by the text **No inheritance**.
- Shifts or paycodes created for an individual employee do **not** belong to the group and are **not** inherited. Similarly, shifts or paycodes that have been edited for a specific employee are no longer part of the schedule group. A vertical red bar indicates a shift or paycode that is not inherited from a group.





## About partial groups

If any loaded employee belongs to a group, that group is loaded when you select **View by > Schedule Group**. However, only employees in the loaded schedule are displayed. If some employees in that group are not in the loaded schedule, they are not displayed, and the group is labeled **Partial Group**. You cannot add a group shift or a group paycode to a partial group. You can only add individual shifts or paycodes to an individual employee. Similarly, you cannot modify or delete an existing group shift or group paycode that belongs to a partial group.

