

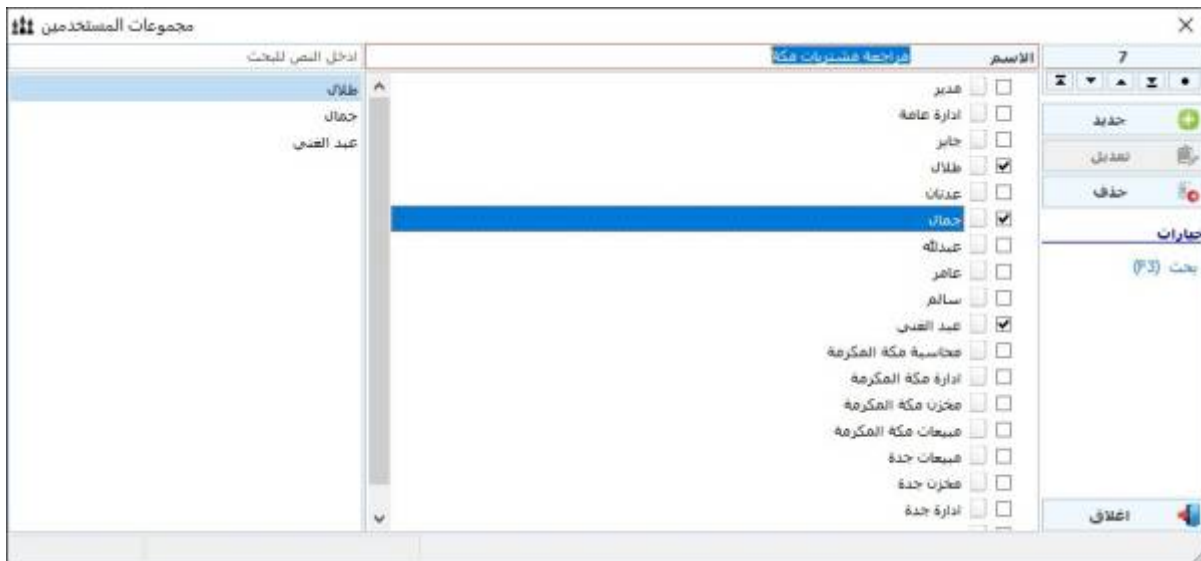
Users Groups

The benefit of user groups is to identify the users who have the power to follow the document and manage it within the previously established plan of the facility management. It is also possible in user .groups to link one employee to more than one group to assign more than one task to him

And to access the users groups card through

General - Cards - Users Groups

To add a users group, we click on New, then record the name of the group, and after that, the employees of the group are selected and then save



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Last update: 2021/04/23 03:09