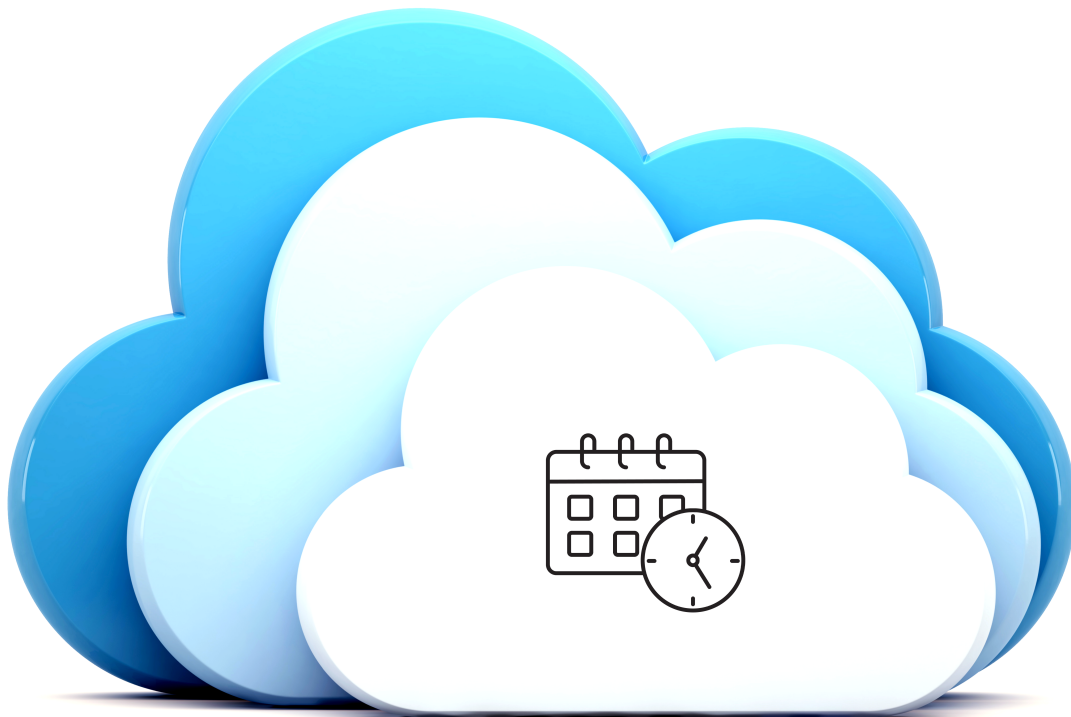




# Job Groups Perspective User Guide

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## Scheduling Module



## Introduction

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The Job Groups Perspective allows you to create job groups which you can then assign characteristics to. Job Groups contain managers, job descriptions, job titles, job competencies, documents, and training checklists and you can customize which characteristics are included in each Job Group that you create.

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## Job Groups Folders

Selecting the Job Groups perspective and a Job Groups folder will allow you to edit setting for the Subject, any Sub Subjects, or any Job Groups which are below the primary Job Group in the hierarchy tree.

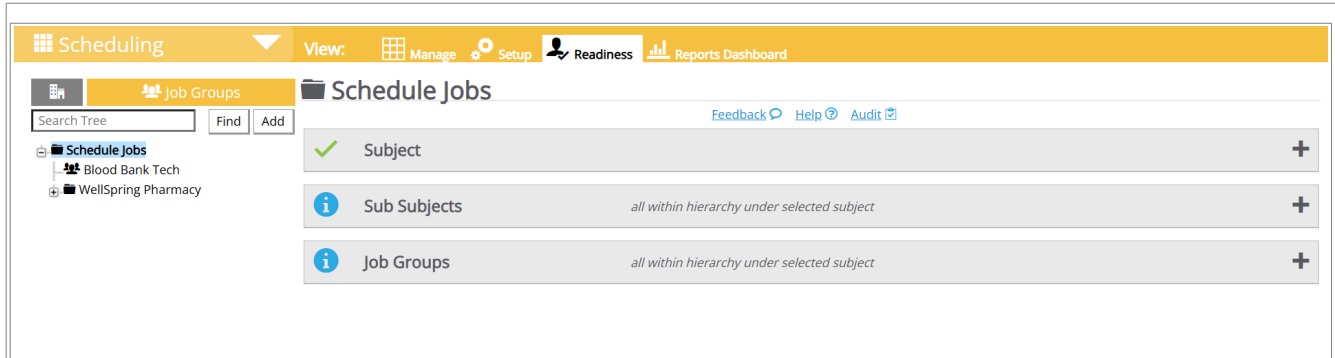


Figure 1

## Subject Color Bar

Selecting the Subject color will allow you to edit setting for the Subject including the Subject ID, the Template Description, and the Folder (Within) it resides in. Selecting the blue link (Green box, Figure 2) will allow you to adjust the folder hierarchy.

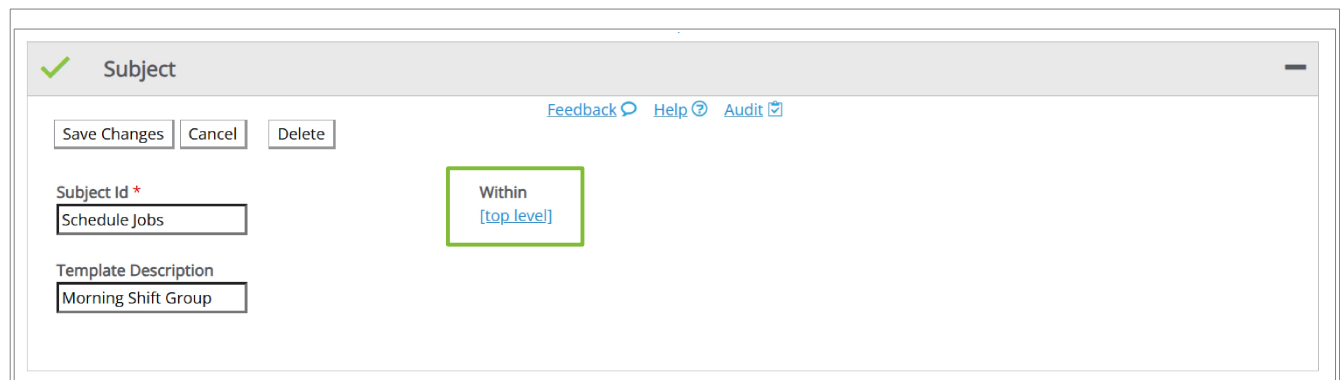


Figure 2

## Sub Subjects Color Bar

Selecting the Sub Subjects Color Bar will allow you to view all subjects beneath a parent subject folder.

Selecting the blue subject link will open that subject and its included folders.

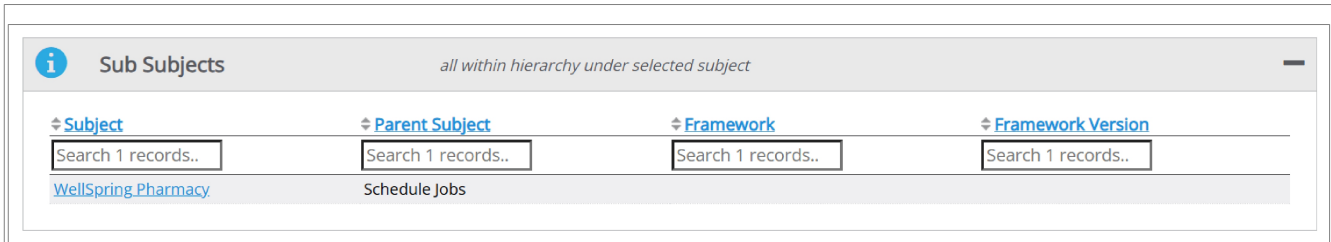


Figure 1

## Job Groups Color Bar

Selecting the Job Groups Color Bar will allow you to view all job groups contained beneath a parent subject folder.

Selecting the blue subject link will open that job group and its requisite color bars.

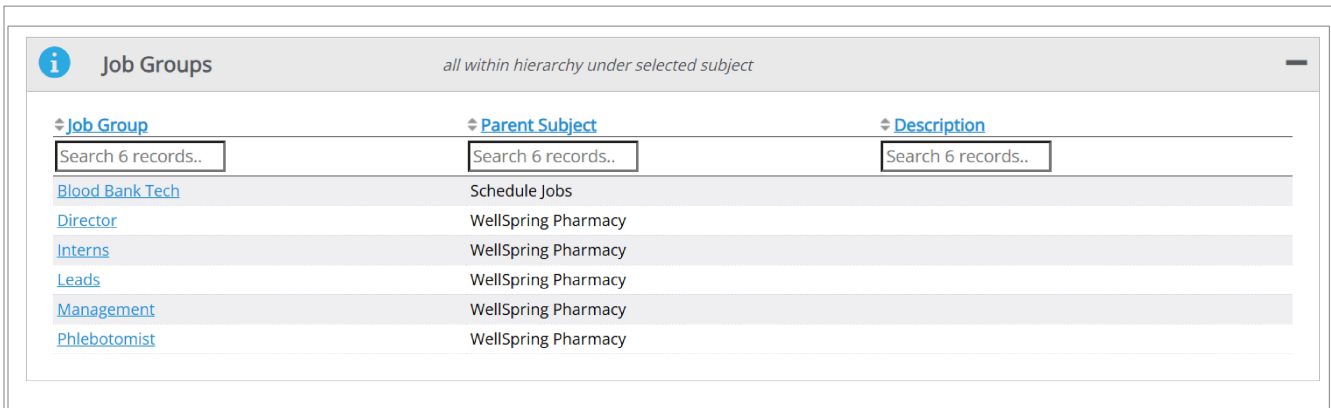


Figure 2

## Create Subject or Job Group

To create a new Subject, first navigate to the Readiness tab, and then select the Add button. (Green box, Figure 1)

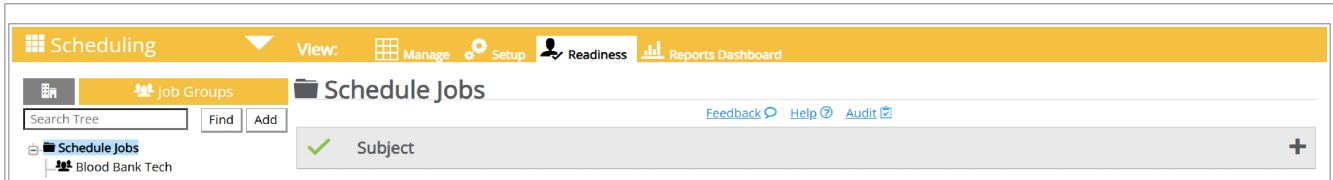


Figure 1

This will open the Add menu. (Figure 2)

You will be able to choose between creating a Subject or creating a Job Group.

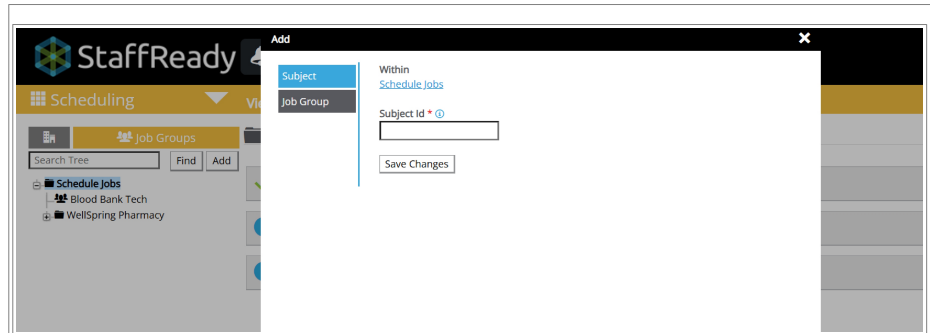


Figure 2

To create a new subject, enter a Subject ID and then select Save Changes. Your newly created Subject will now appear in the tree menu.

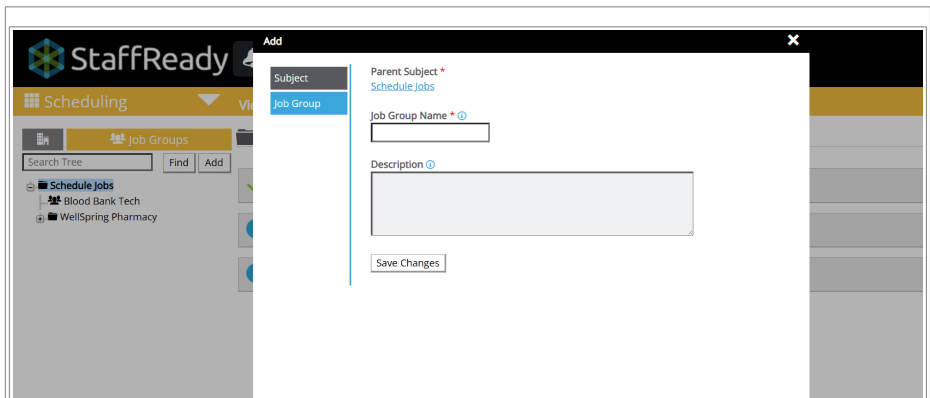


Figure 3

To create a new Job Group (Figure 3), first ensure that the job group you're creating is in the correct Parent Subject (Green box, Figure 3).

Select the link will open the Select Subject Menu (Figure 4) and you can choose the correct parent if needed.

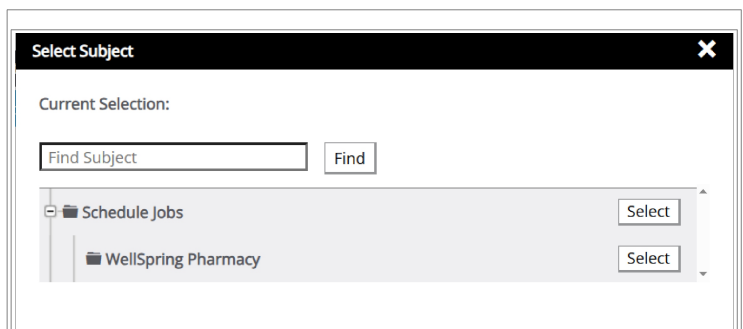


Figure 4

Next, enter a Job Group Name and a description if needed, and then select Save Changes.

## Job Group Color Bar

Selecting an individual Job Group for example Blood Bank Tech as in the example below (Figure 1), will allow you to view, add, and edit information in each color bar.

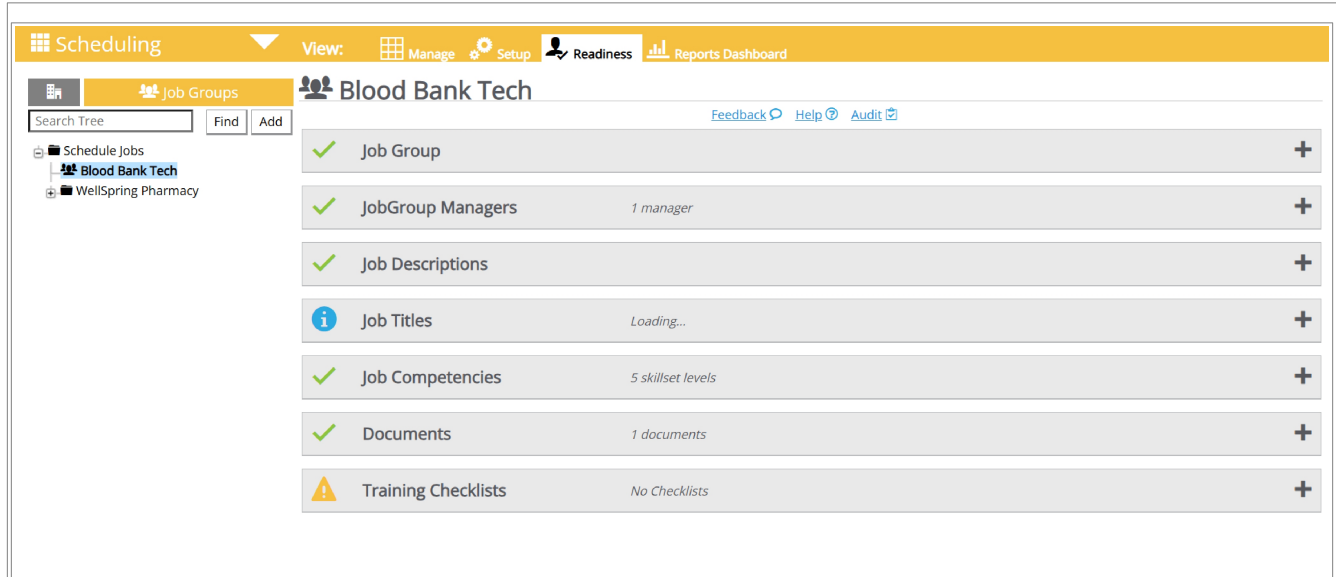


Figure 1

Expanding the Job Group color bar for a given job description (Figure 2) will allow you to edit the Job Group name, description, and the parent job group it is a part of. Selecting the Edit link (Green box, Figure 2) will allow you to make changes. Select the **Save Changes** button when you are finished.

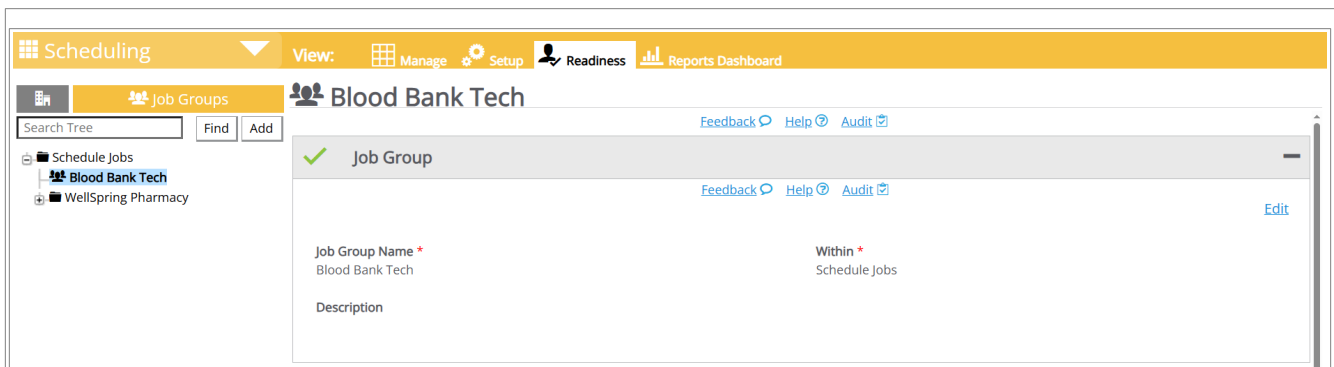


Figure 2

## Job Group Managers Color Bar

The Job Group Managers color bar allows you to view and set Managers for existing job groups. You will be able to see the manager’s name, department, job title, and user ID. (Figure 1)

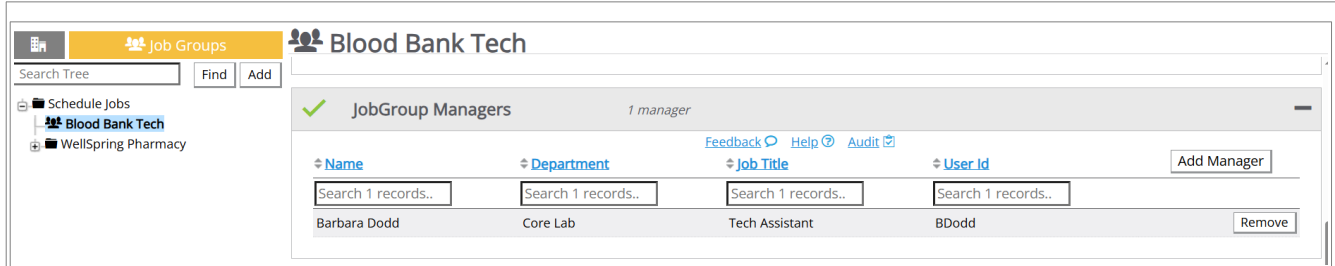


Figure 1

Selecting the **Add Manager** button (Green box, Figure 1) will open the Add Job Group Manager pop up menu. (Figure 2)

Begin typing an employee’s name and a list will begin to populate.

Select the employee you want.

The menu will update to display their name, department, and job title. (Figure 3)

Select the **Add as Manager** button to add them as a manager for that Job Group.

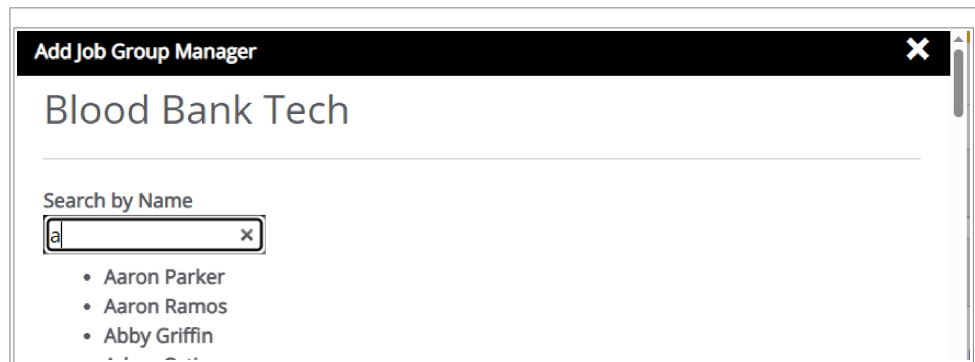


Figure 2

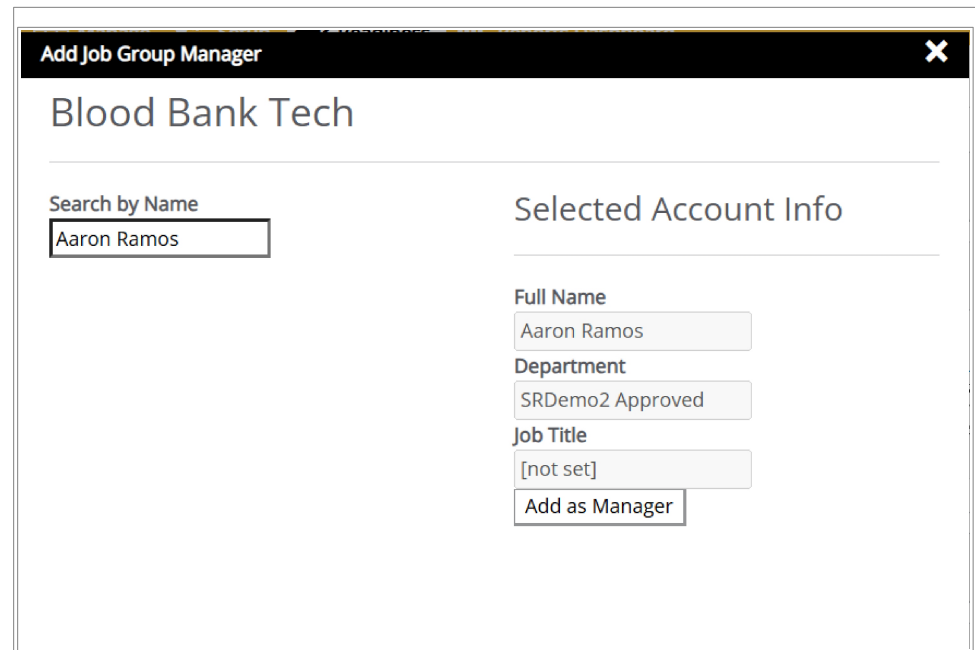


Figure 3

## Job Descriptions Color Bar

The **Job Descriptions** color bar allows you to add or disconnect Job Descriptions from a given Job Group. **(Figure 1)** The color bar will display the Schedule, Job Description, number of Assignments, and number of employees currently assigned.

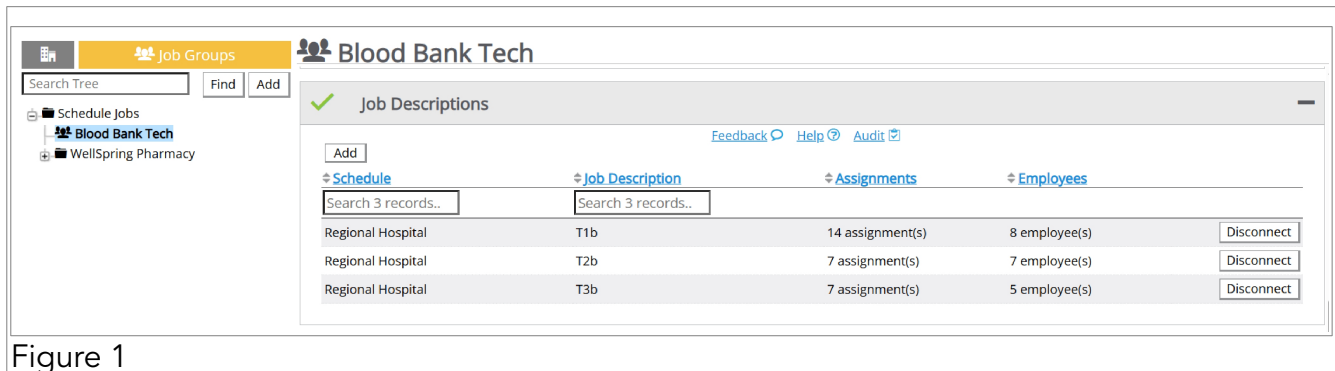


Figure 1

Select the **Add** button (Green box, Figure 1) to open the **Add Job Description to Job Group** pop up window. (Figure 2)

Locate the Job Description you wish to add. You can search for the job description using the search field (Green box, Figure 2) or selecting the plus sign next to each department to find the description you want.

Select the **Add** link to add that job description. You can add multiple job descriptions at a time. Once you are finished, select the **Save** button.

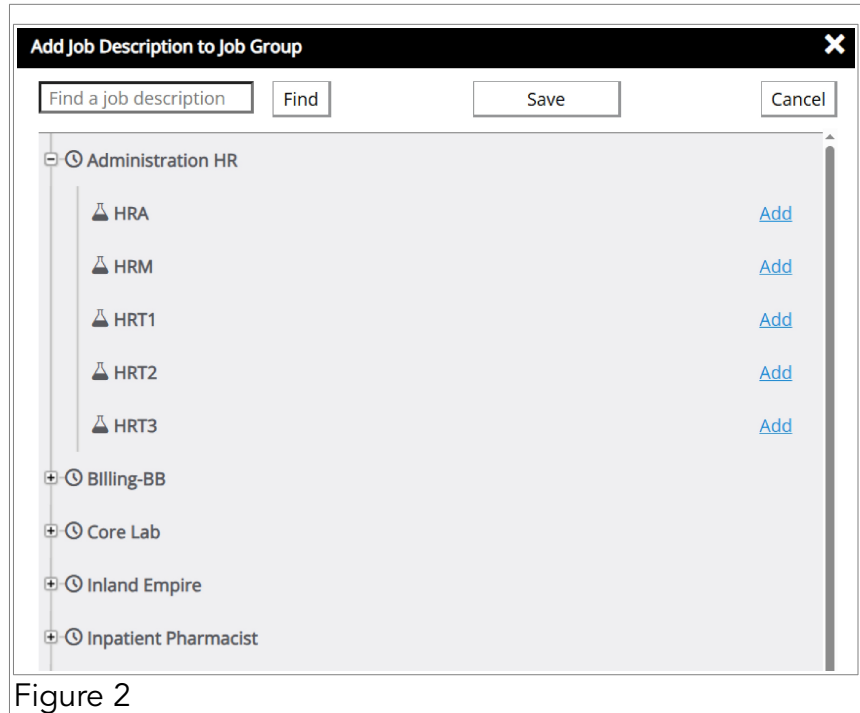


Figure 2

## Job Titles Color Bar

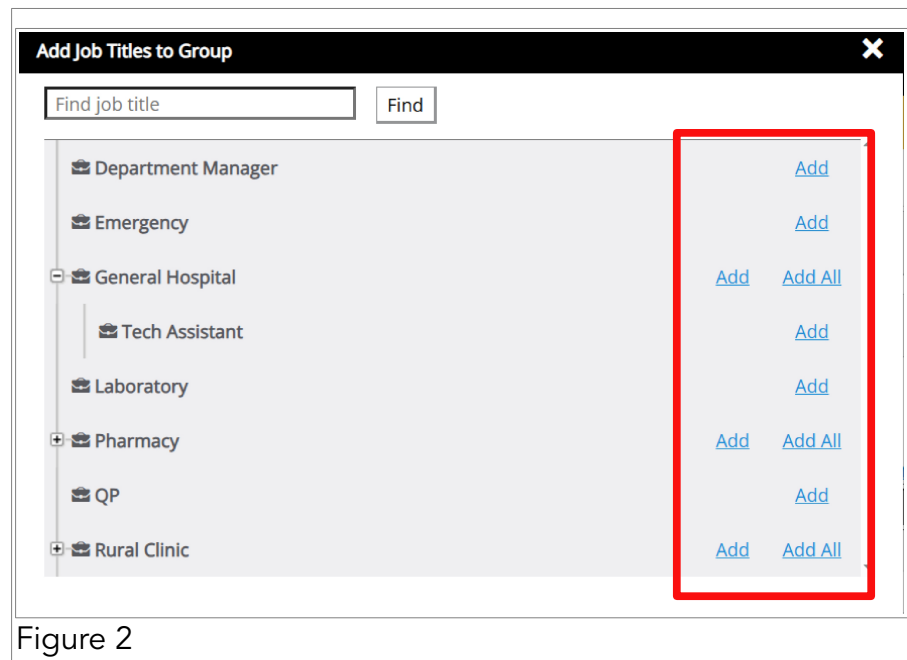
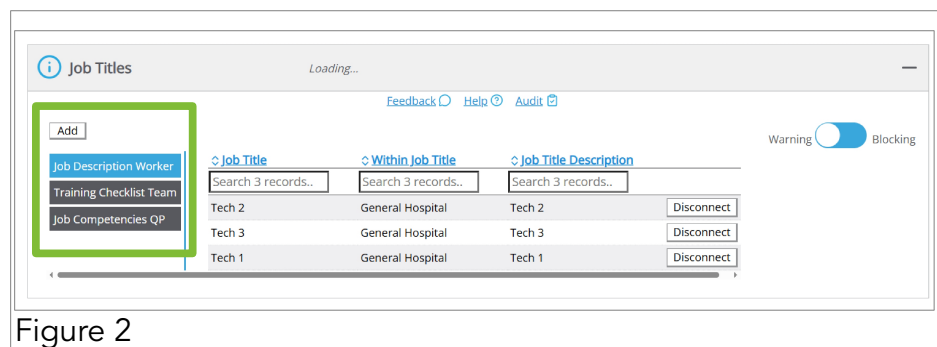
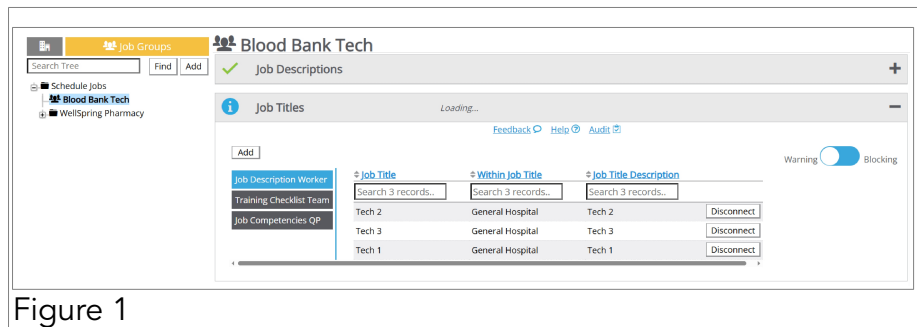
The Job Titles color bar allows you to add or disconnect Job Titles from a given Job Group. **(Figure 1)**

From here, you can remove job title associations from Job Description Workers, Training Checklist Teams, or Job Competencies QP's.

To disconnect, select the Disconnect button next to the title you wish to remove.

To add a new job title, select the Add button **(Green box, Figure 2)** and the Add Job Titles to Group popup window will open. **(Figure 3)**

Select the blue Add link **(Red box, Figure 3)** next to the job title you wish to add to connect that job title to the job group. You may also select the Add All link to add all titles from a schedule to a group.



## Job Competencies Color Bar

The Job Competencies color bar allows you to add or disconnect Job Competencies from a given Job Group. (Figure 1)

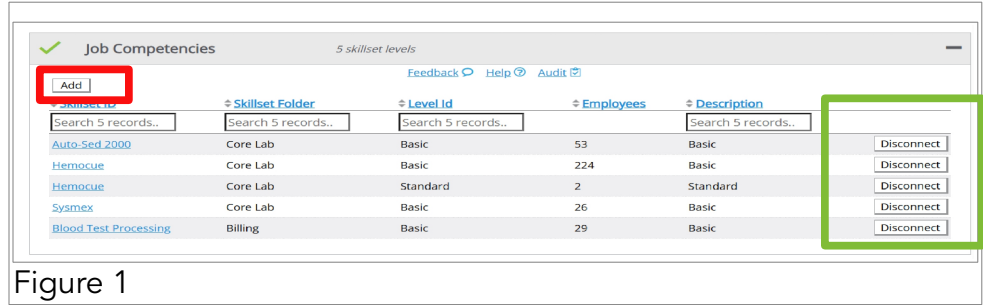


Figure 1

From here, you can remove job competency associations from associated Skillset Levels.

To disconnect, select the Disconnect button next to the title you wish to remove. (Green box, Figure 1)

To add a new job title, select the Add button (Red box, Figure 2) and the Add Skillset Levels to Group popup window will open. (Figure 2)

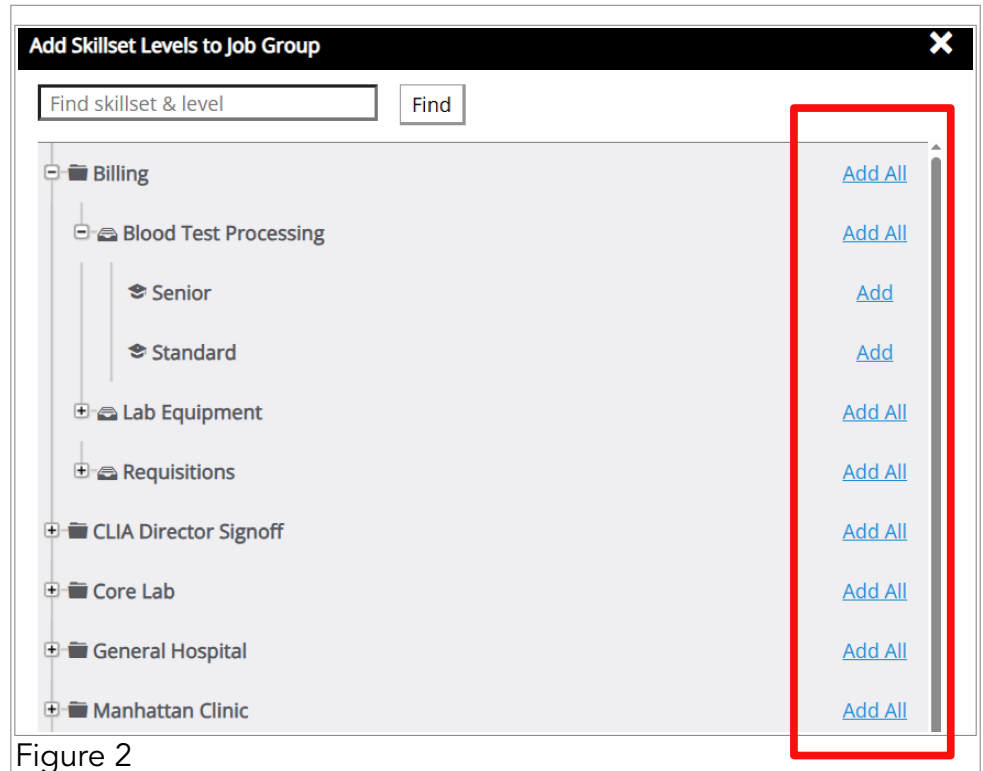


Figure 2

Select the blue Add link (Red box, Figure 2) next to the job title you wish to add to connect that job title to the job group. You may also select the Add All link to add all competencies from a skillset to a group.

## Documents Color Bar

The Documents color bar allows you add documents which are associated with Job Groups. Employees assigned to those Job Groups will automatically have these documents roll out to them upon enrollment. Employees will be required to acknowledge this documents by electronic acceptance in order to be considered qualified to work a shift.

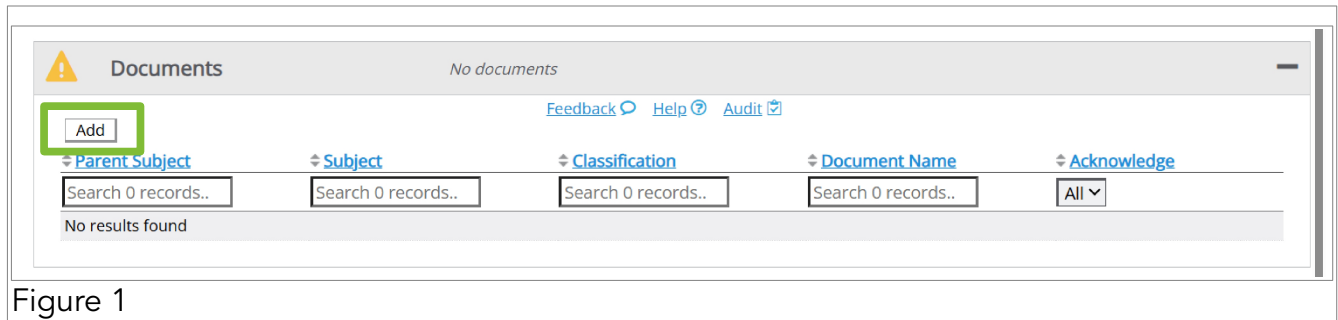


Figure 1

To add a new document, select the Add button. **(Green box, Figure 1)** This will open the Add Document to Job Group popup menu. **(Figure 2)** From here, you can select which documents with acknowledgment tasks to add to the Job Group. As before, select the blue add link next to the document you wish to add. **(Green box, Figure 2)**

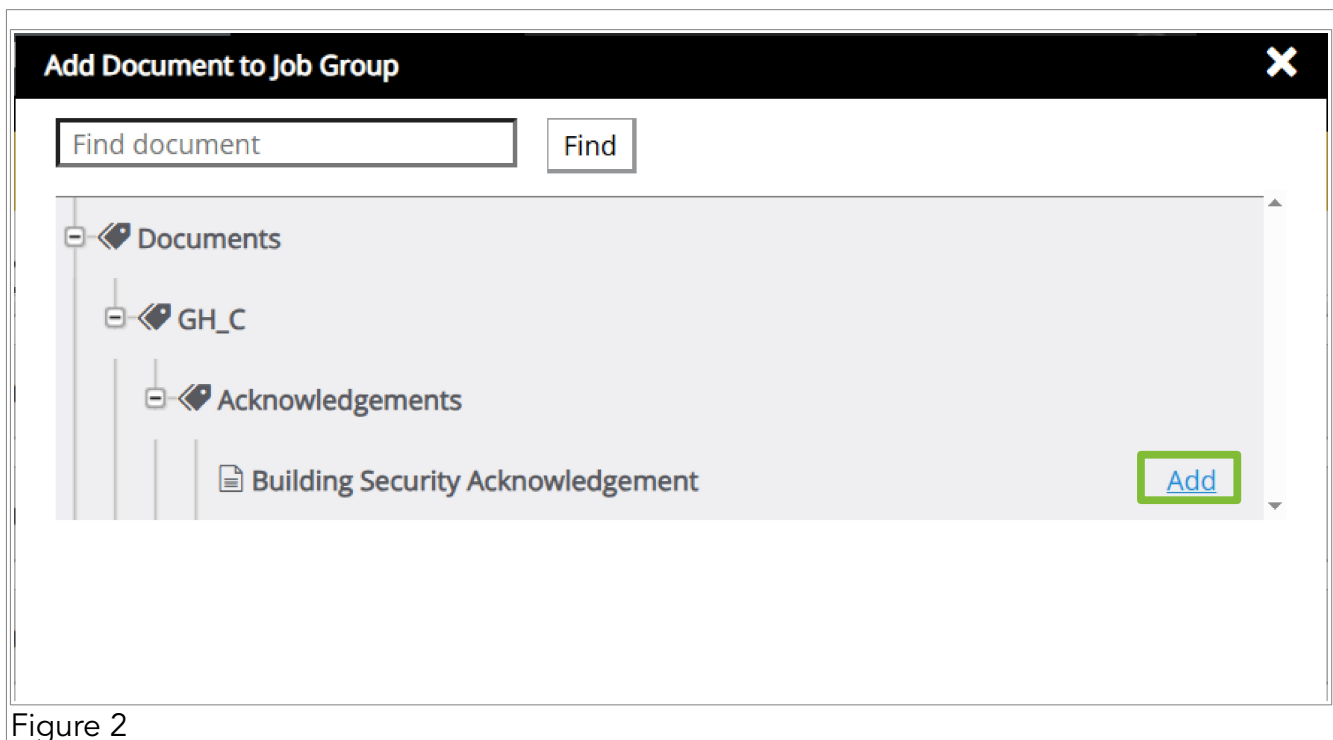


Figure 2

## Training Checklists Color Bar

The Training Checklists color bar allows you add documents which are associated with Job Groups. Employees assigned to Training Checklists will automatically be sent them upon enrollment. Employees will be required to complete the checklist before being considered eligible for a given shift.

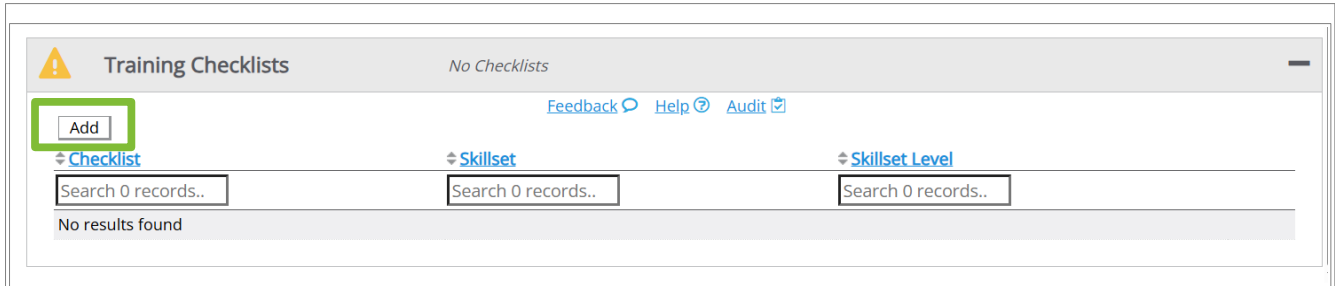


Figure 1

To add a new document, select the Add button. **(Green box, Figure 1)** This will open the Add Training Checklists to Job Group popup menu. **(Figure 2)** From here, you can select which Training Checklists to add to the Job Group. As before, select the blue Add or Add All links next to the document you wish to add. **(Green box, Figure 2)**

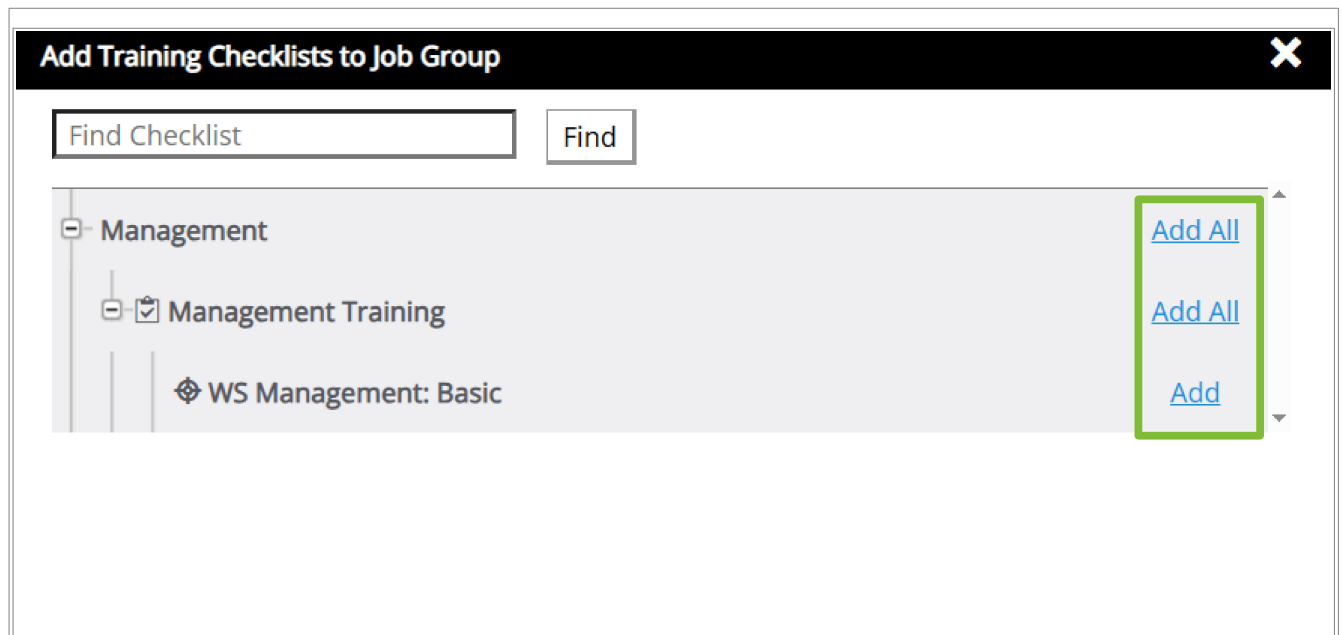


Figure 2

## Resources

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This concludes the User Guide for **Job Groups** within Readiness.

For further assistance, please contact our Support Team directly.

Our service hours are Monday through Friday, 6am to 5pm PST.

Phone: 1-877-229-5230

[Online Support Form](#)