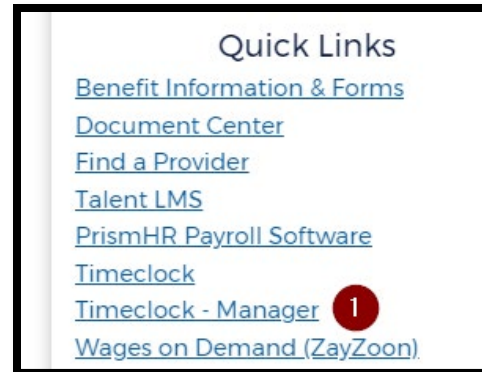


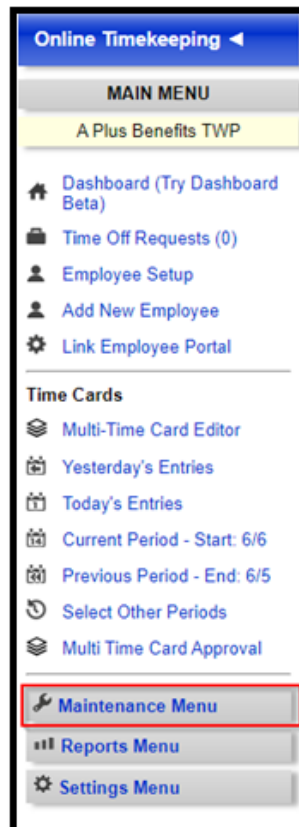
Login to Helpside Tools at tools.helpside.com

Under **Quick Links**, click on **Timeclock - Manager**

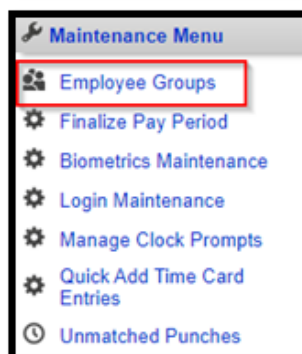


How to Create a Group in Timeclock

Step 1: Go to **Maintenance Menu**.



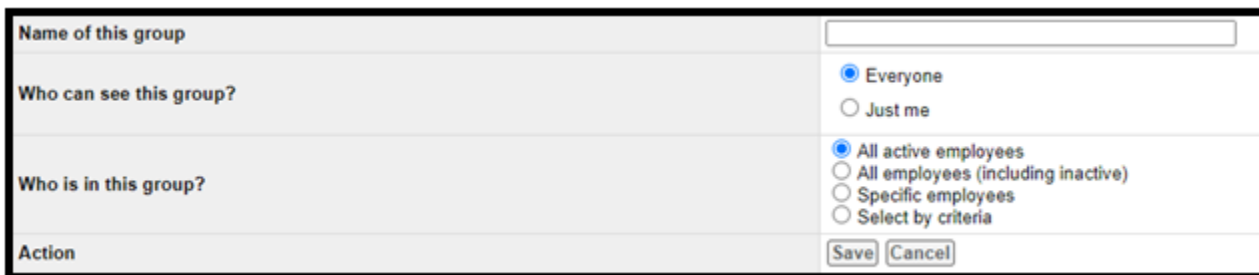
Step 2: Select **Employee Groups**.



Step 3: Select **Add New Group**.



Step 4: Enter the name of the group you are created and select members of the group. Click **Save** when finished.



The screenshot shows a form for creating a group. It has four rows:

- Name of this group**: A text input field.
- Who can see this group?**: Radio buttons for "Everyone" (selected) and "Just me".
- Who is in this group?**: Radio buttons for "All active employees" (selected), "All employees (including inactive)", "Specific employees", and "Select by criteria".
- Action**: "Save" and "Cancel" buttons.