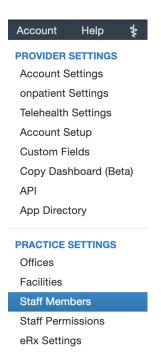
How do I assign a task to a group?

07/08/2024 7:55 pm EDT

If your practice has a group of individuals who consistently receive the same tasks simultaneously, you may create a user group with that group.

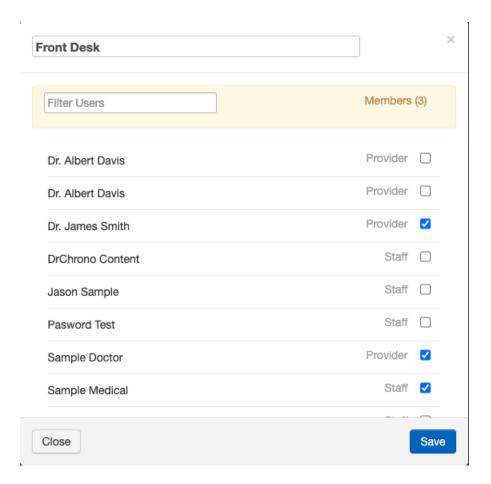
1. You will be able to add user groups through the **Staff Member** management page. To access this page, mouse over **Account** and select **Staff Members**.



2. To add a user group, select the **Groups** tab and click + **New Group**.



3. Name your group, select the members, and **Save**.



4. Once your user group is created, once you assign a new task, you will have the option to select your new group. When you select this group, your task will be assigned to all members of your group.

