## **Set Up Employee Group Positions**

## **Overview:**

The Employee Group Position field is used in the Employee information window to assign an employee to a group.

## **Set-up Employee Group Position**

From the OPTO ribbon, select the 'Resources' tab then **click** on the 'Data Set' drop menu and select 'Employee Group Positions' from the list to open the window.

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File	HOME	CONTACTS	RESOURCES	INVENTORY	QUOTES	PURCHASIN	G ORDERS J	DBS/SCHEDULING	INVOICING		NAGEMENT	WORKSHOP	ADMINISTRATOR	OPTO TOOLS
New	Save Clipboard	Copy Cut Paste	New/Edit Workcenter	Workcenter Efficie View WC Totals View WC Capacity ccentre			Employee Managem Print Clock Times Add Employee Time Emplo	Job Batch	oyee Times Job Batch Hour	New/Edit Positions			Data Set - Divisions Employee Group Po	osition

Enter a code for the position in the *Code* field, **press** <**TAB**> to move to the description field and enter a description for the position. **Press** <**F9**> to save and continue entering codes and descriptions as required. Ensure to **press** <**F9**> after creating each group code and description.

Position			[		
Code:	•	escriptio	n:	🗌 Sa	les Only
	C Em	ployee G	roup Positions	×	
		Code	Description		
	2	10 20	ADMINISTRATION PROGRAMMER		
	3	30	SUPERVISOR		
	4	31	APPRENTICE		
	5	32	MACHINIST		
	6	33	PAINTER - POLISHER	_	
	7	35	FACTORY		
	8	36	LABOURER	_	
	9	38	BOILER MAKER/WELDER		
	10	40	STORESPERSON	_	
	11	50	LASER OPERATOR		
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Employee			[	- • •
Emp No: Employee Name or Surn           18         NORRIS	ame: Given Name: Norman	Middle Name: N	Initial: Current Shift:	<ul> <li></li></ul>
Details More Info Security Emp Sc				
Group Pos: 30  SUPERV Emp Start Date: 27/05/1		• N		
Position: 3015 Production	Ye	Multi On Only / Mu	lti On & Off	