

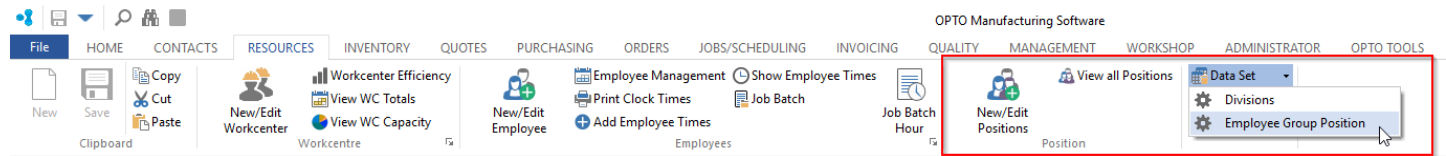
Set Up Employee Group Positions

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.



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.

