

## Creating the Substitute Group

A group for substitutes needs defined in User Group Manager in order to assign the appropriate application.

EzStart -> Enterprise Utilities -> Enterprise Manager -> User Group Manager

1. Click "ADD NEW" (To edit click on the record)
2. Enter the "USER GROUP" (name)
3. Enter a "DESCRIPTION" if desired
4. Click on the "APPLICATIONS" tab.
5. Click "Add/Edit button"
6. Select "DISTRICT SUBSTITUTE MANAGEMENT SYSTEM"
7. Click "APPLY"



8. Substitutes can be added to the group at this time If they have already been added as users by clicking on the "USERS" tab at the bottom.
9. Click "ADD NEW" to add a user to this group.