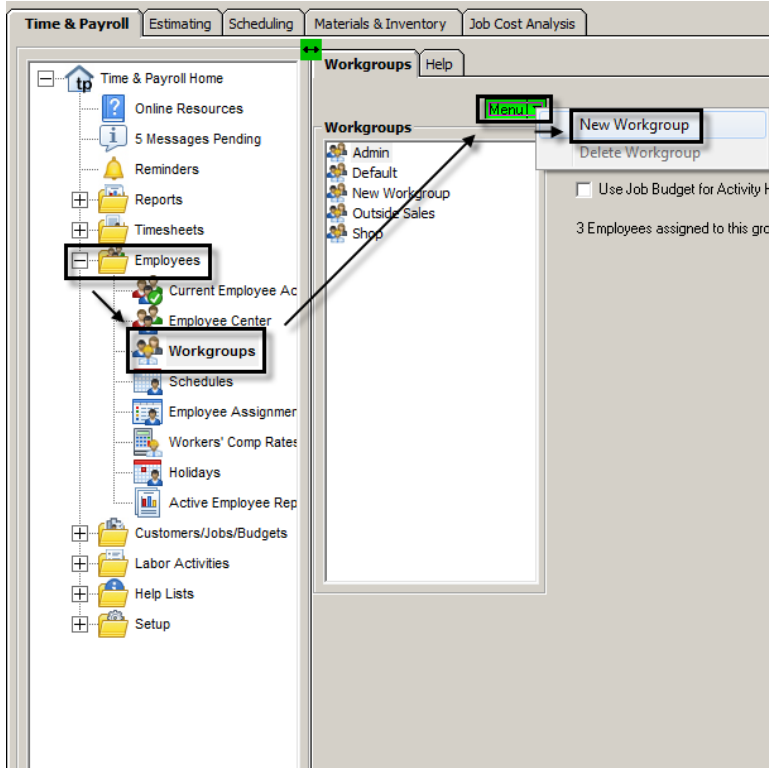


How To Create A Workgroup

1. Go To The Employees Folder
2. Open Workgroups
3. Select Menu from the top of the Workgroups Page
4. Select New Workgroup



5. Name the Workgroup
6. Click "OK"

