Using the PAN System
CREATING GROUPS

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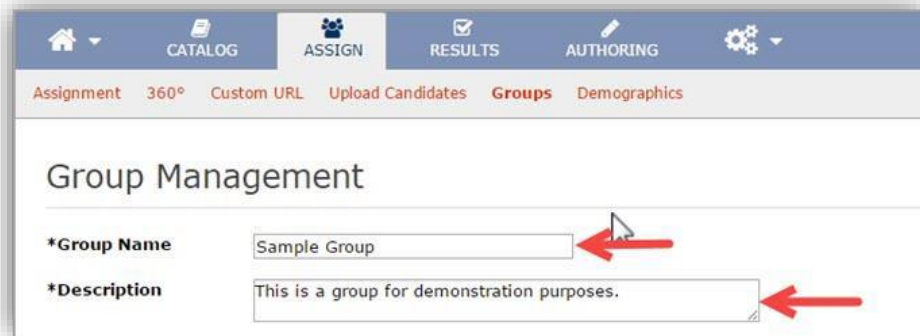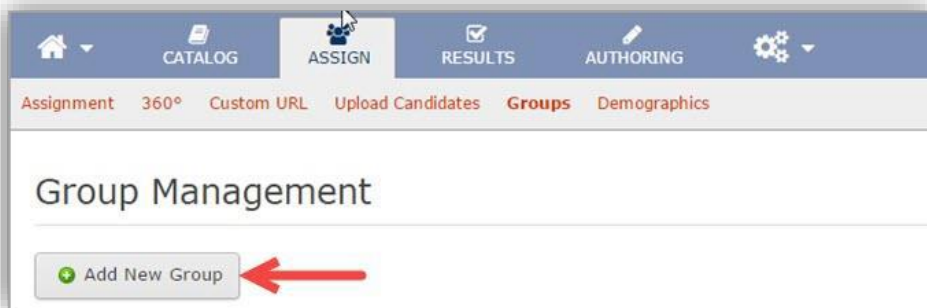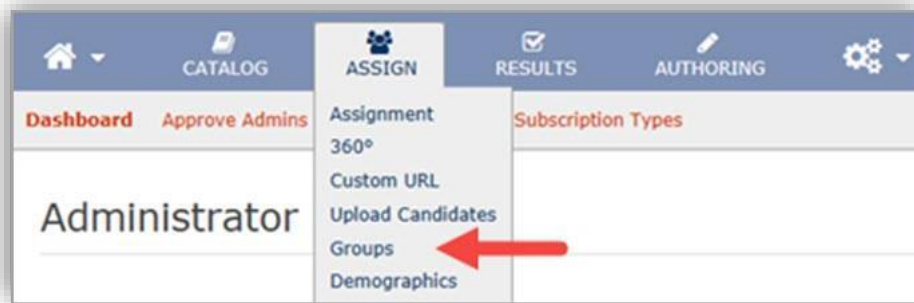
How are "Groups" used?

- The "Groups" feature enables you to organize candidates by certain criteria.

- Groups can also be used for reporting purposes, accessed via the "Results" tab.

When is a "Group" created?

- You can create a group during the Assignment process.

- You can also create new groups and/or add people to an existing group at any time.

Product Status Matrix

1. Locate the "Assign" tab and click "Groups" in the dropdown list
2. Click the "Add New Group" button
3. Provide a "Group Name" and "Description"

Product Status Matrix

4. To populate the group, select "Create Candidates" or use the "Search Existing" tool to locate candidates you have already set up on the PAN platform

5. After adding everyone to your group, click "Save Group"

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QUESTIONS?

Contact Your PAN Account Representative