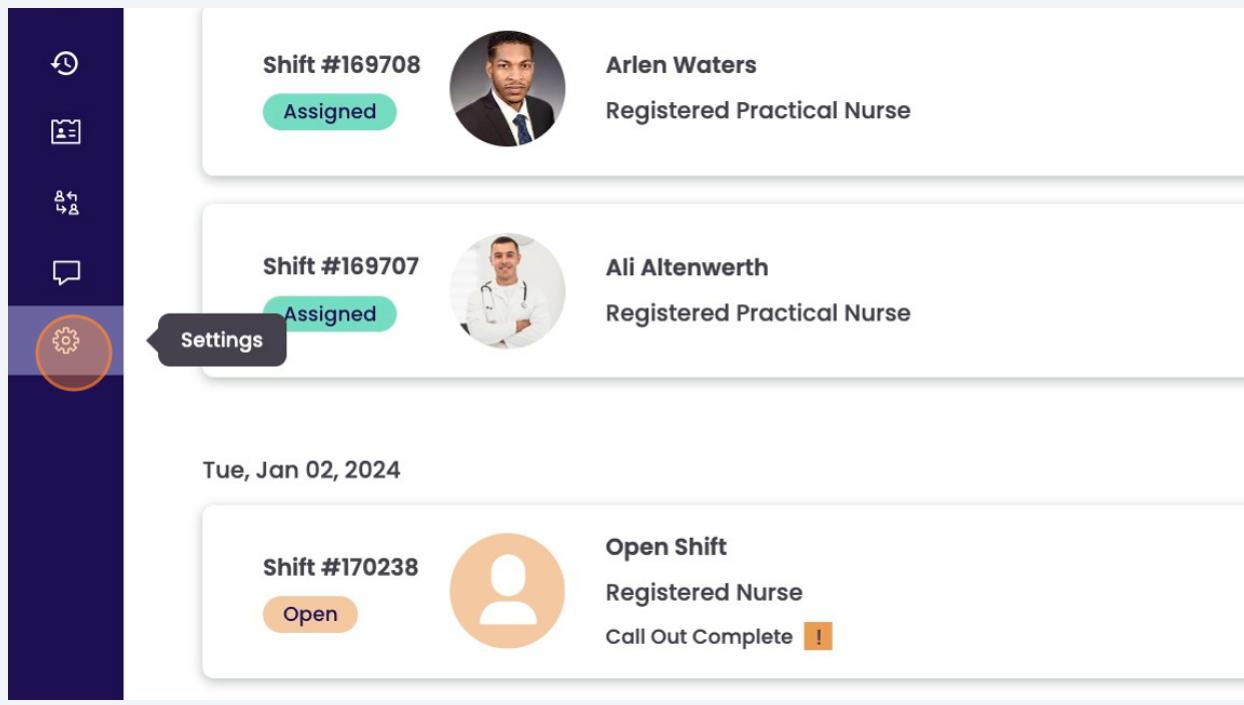


# Create and Manage a Dynamic Group

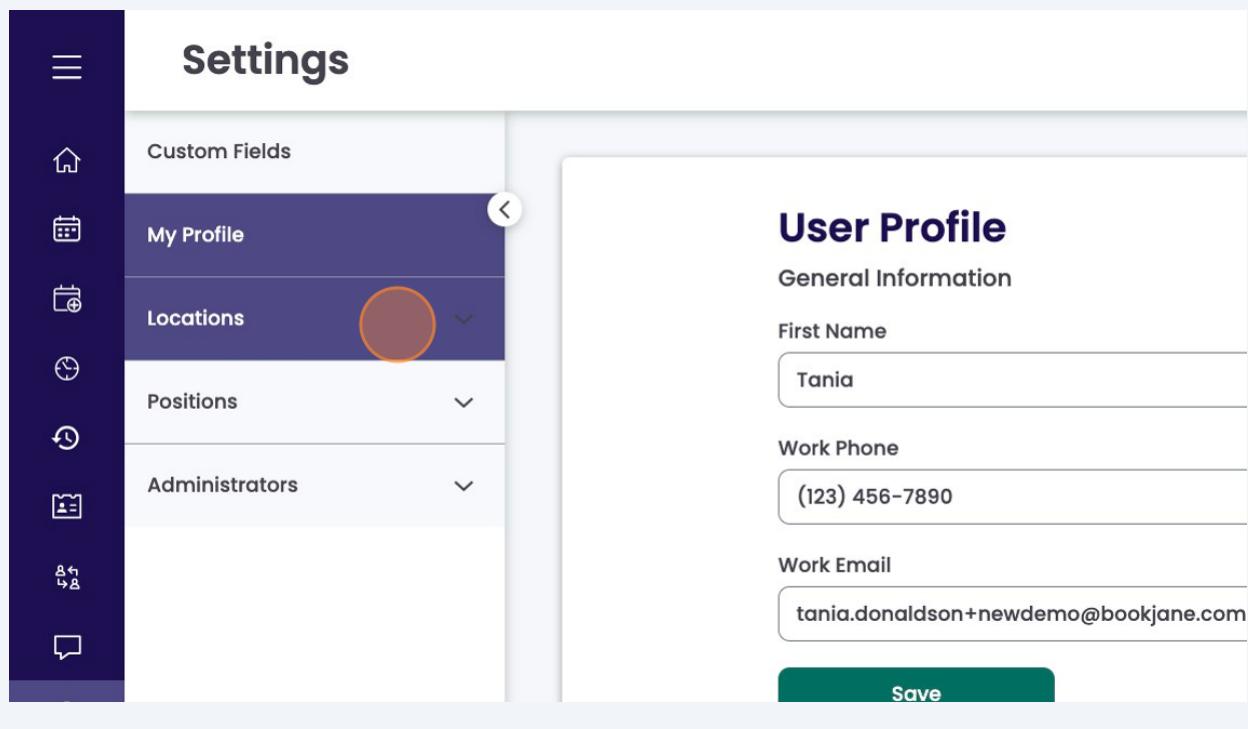
Scribe 

- 1 Navigate to [bookjanej360.com](https://bookjanej360.com)

- 2 Click on the **Settings** icon.

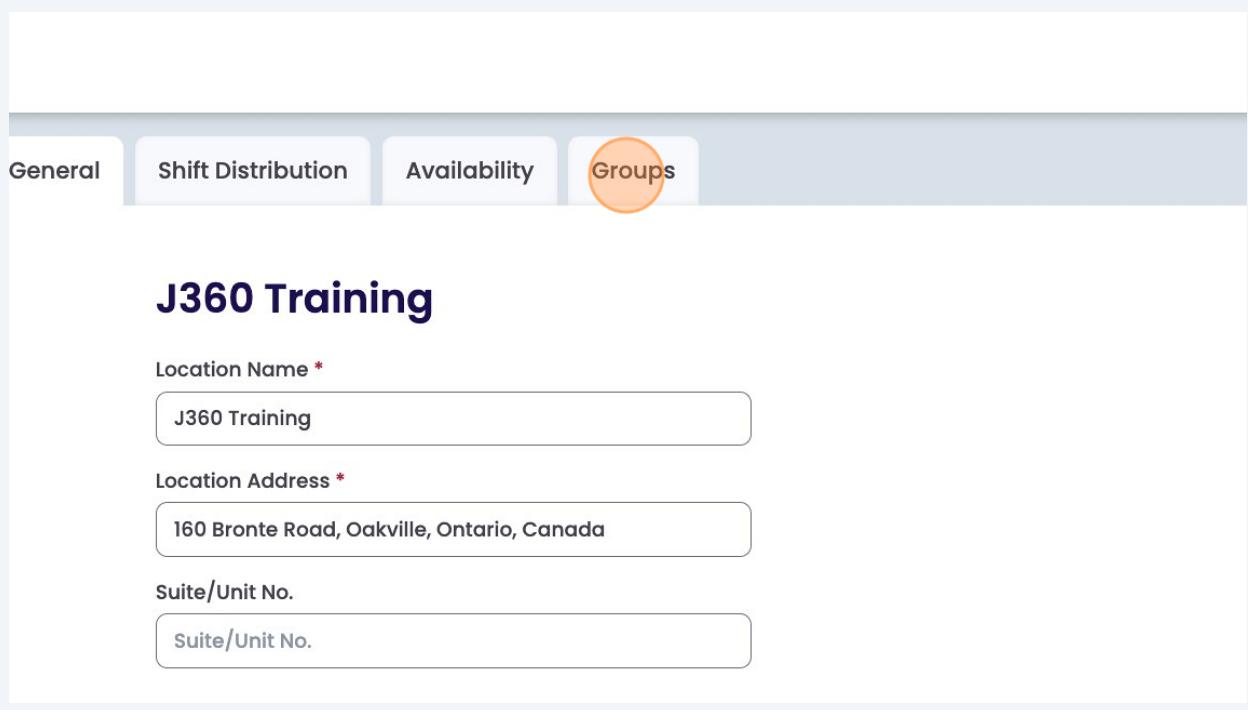


3 Click on **Locations**.



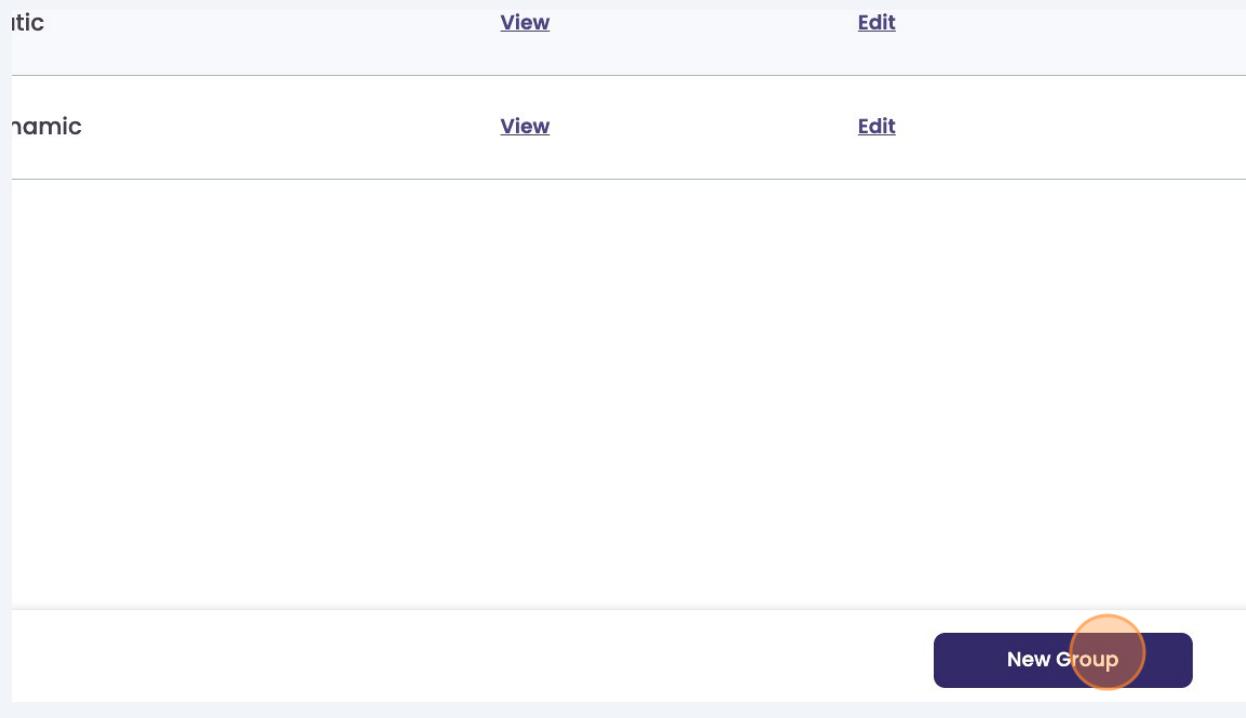
The screenshot shows the BookJane software interface. On the left, a sidebar menu is open with several icons: a house, a calendar, a clipboard, a clock, a person, a document, and a speech bubble. The 'Locations' icon is highlighted with an orange circle. The main content area is titled 'User Profile' and contains 'General Information' with fields for 'First Name' (Tania), 'Work Phone' ((123) 456-7890), and 'Work Email' (tania.donaldson+newdemo@bookjane.com). A 'Save' button is at the bottom.

4 Click "Groups"

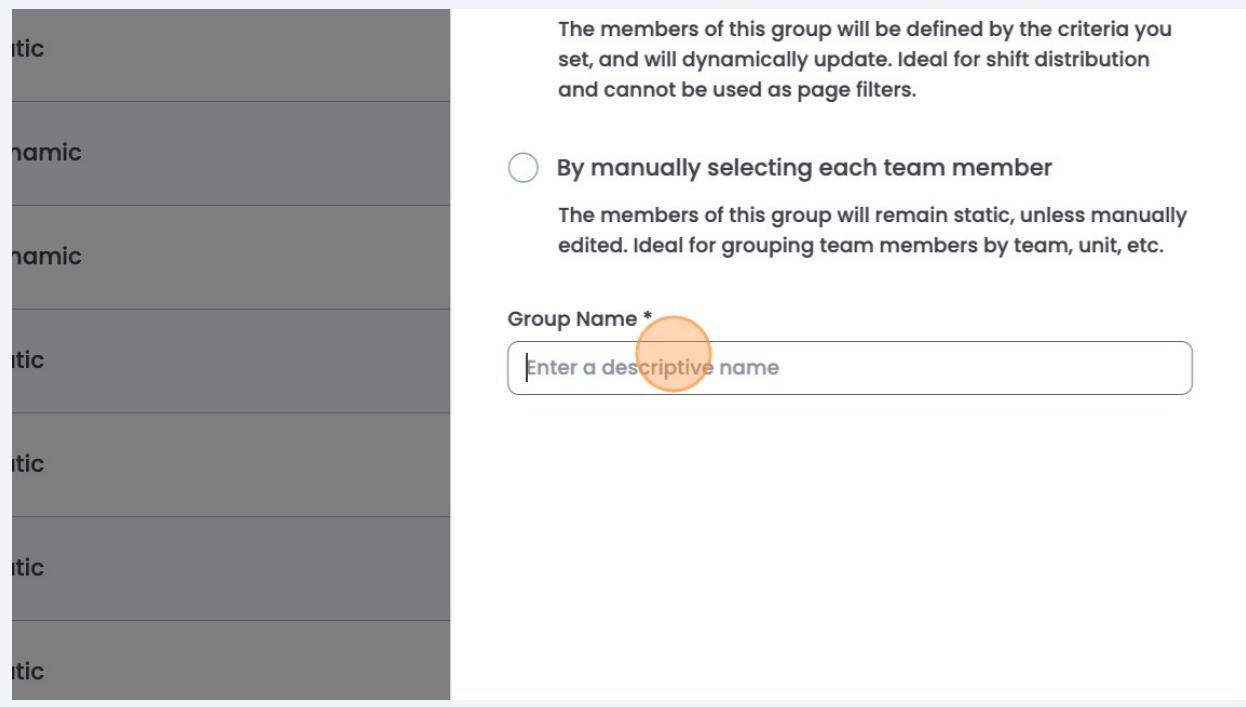


The screenshot shows a 'J360 Training' location creation form. At the top, there are tabs for 'General', 'Shift Distribution', 'Availability', and 'Groups', with 'Groups' highlighted with an orange circle. The form includes fields for 'Location Name' (J360 Training), 'Location Address' (160 Bronte Road, Oakville, Ontario, Canada), and 'Suite/Unit No.' (Suite/Unit No.).

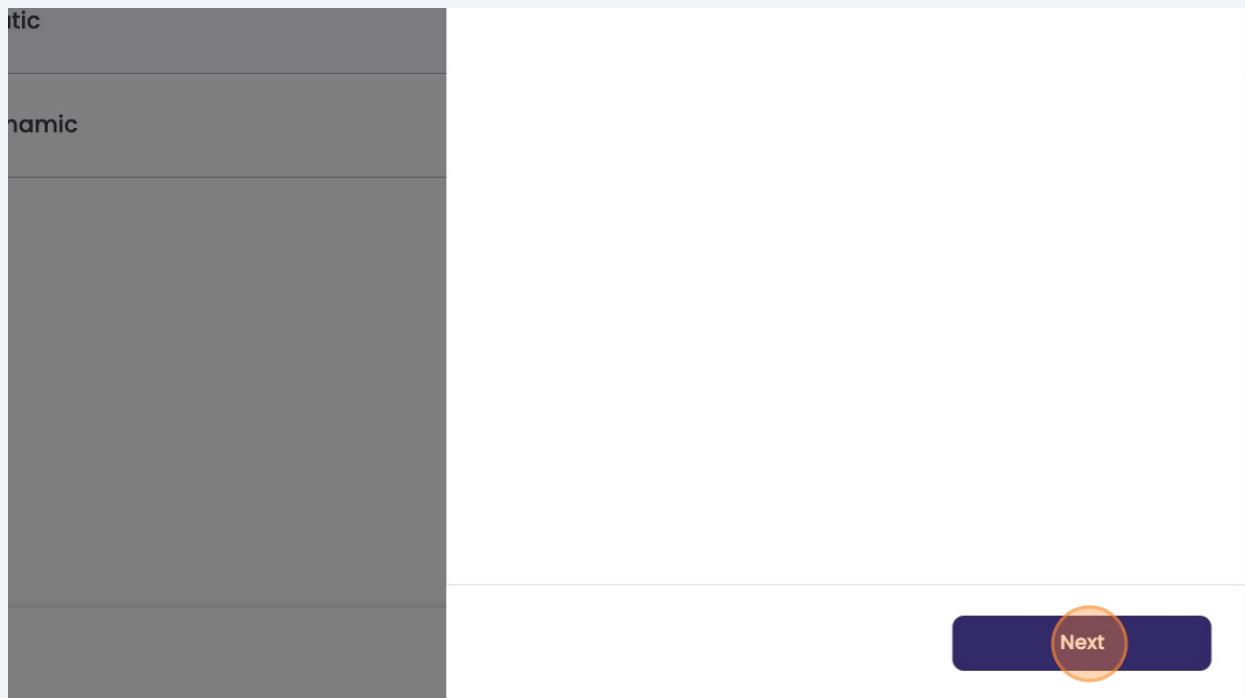
5 Click "New Group"



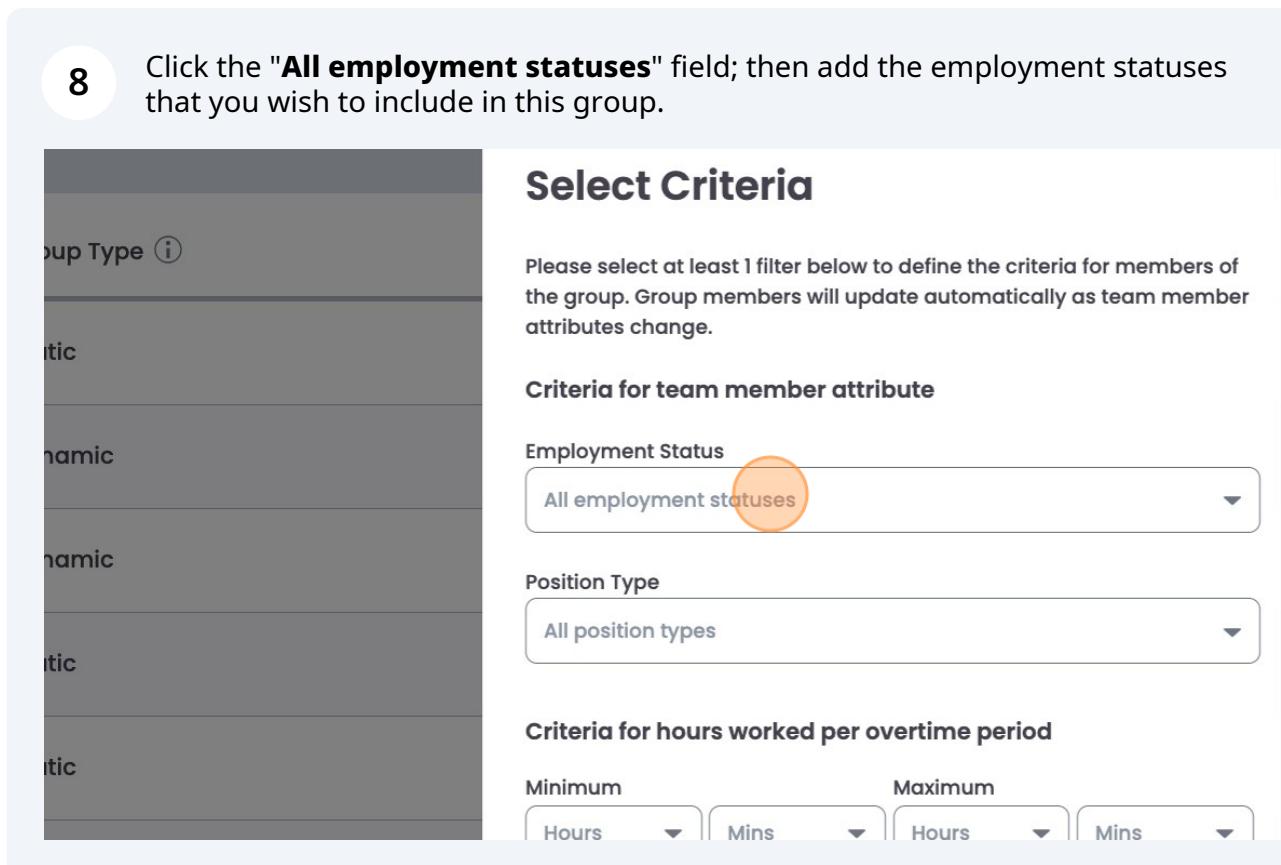
6 Click the "Group Name \*" field; then type in your group name (e.g. Dynamic FT)



7 Click "Next"



8 Click the "**All employment statuses**" field; then add the employment statuses that you wish to include in this group.



**Select Criteria**

Please select at least 1 filter below to define the criteria for members of the group. Group members will update automatically as team member attributes change.

**Criteria for team member attribute**

**Employment Status**

All employment statuses

**Position Type**

All position types

**Criteria for hours worked per overtime period**

**Minimum** Hours Mins

**Maximum** Hours Mins

## 9 Click "Full Time"

Please select attributes below to define the criteria for members of the group. Group members will update automatically as team member attributes change.

### Criteria for team member attribute

**Employment Status**

All employment statuses

- Casual
- Full Time
- Part Time

**Criteria for hours worked per overtime period**

<b>Minimum</b>	<b>Maximum</b>
Hours <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="▼"/>	Mins <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="▼"/>
Hours <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="▼"/>	Mins <input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="▼"/>

**Criteria for hours worked per day**

**10** Click the "All position types" field.

the group. Group members will update automatically as team member attributes change.

**Criteria for team member attribute**

Employment Status

Full Time
X
▼

Position Type

All position types
▼

**Criteria for hours worked per overtime period**

Minimum	Maximum
<input style="width: 100%; height: 30px; border: 1px solid #0070C0; border-radius: 10px; padding: 5px; margin-bottom: 5px;" type="text"/> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #0070C0; padding: 2px 5px; border-radius: 50%; text-align: center;">▼</span> <span style="margin-left: 10px;">Hours</span> </div>	<input style="width: 100%; height: 30px; border: 1px solid #0070C0; border-radius: 10px; padding: 5px; margin-bottom: 5px;" type="text"/> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #0070C0; padding: 2px 5px; border-radius: 50%; text-align: center;">▼</span> <span style="margin-left: 10px;">Mins</span> </div>
<input style="width: 100%; height: 30px; border: 1px solid #0070C0; border-radius: 10px; padding: 5px; margin-bottom: 5px;" type="text"/> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #0070C0; padding: 2px 5px; border-radius: 50%; text-align: center;">▼</span> <span style="margin-left: 10px;">Hours</span> </div>	<input style="width: 100%; height: 30px; border: 1px solid #0070C0; border-radius: 10px; padding: 5px; margin-bottom: 5px;" type="text"/> <div style="display: flex; align-items: center;"> <span style="border: 1px solid #0070C0; padding: 2px 5px; border-radius: 50%; text-align: center;">▼</span> <span style="margin-left: 10px;">Mins</span> </div>

**Criteria for hours worked per day**

Minimum	Maximum
---------	---------

11 Click to include "Primary" (Secondary or both).

**Criteria for team member attribute**

**Employment Status**

Full Time
X

**Position Type**

All position types

Primary

Secondary

**Minimum**

Hours
▼

**Maximum**

Hours
▼

**Criteria for hours worked per day**

**Minimum**

Hours
▼

**Maximum**

Hours
▼

12 Under the **Criteria for hours worked per overtime period** click the Minimum "Hours" field.

Position Type

Primary X

Criteria for hours worked per overtime period

Minimum	Maximum
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; font-size: 1em; font-weight: bold; color: #0070C0;"/> Hours	<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; font-size: 1em; font-weight: bold; color: #0070C0;"/> Mins
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; font-size: 1em; font-weight: bold; color: #0070C0;"/> Hours	<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; font-size: 1em; font-weight: bold; color: #0070C0;"/> Mins

Criteria for hours worked per day

Minimum	Maximum
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; font-size: 1em; font-weight: bold; color: #0070C0;"/> Hours	<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; font-size: 1em; font-weight: bold; color: #0070C0;"/> Mins
<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; font-size: 1em; font-weight: bold; color: #0070C0;"/> Hours	<input style="width: 100%; height: 30px; border: 1px solid #ccc; border-radius: 5px; padding: 5px; font-size: 1em; font-weight: bold; color: #0070C0;"/> Mins

**13** Click "30 hrs" (or the minimum hours you wish to be included for the OT period)

Static

Static

Static

Static

Static

Static

Dynamic

**Primary X**

**Criteria for hours worked per overtime period**

<b>Minimum</b>	<b>Maximum</b>
Hours <span style="float: right;">▲</span>	Mins <span style="float: right;">▼</span>
29 hrs	Hours <span style="float: right;">▼</span>
<b>30 hrs</b>	<b>Mins</b> <span style="float: right;">▼</span>
31 hrs	Hours <span style="float: right;">▼</span>
32 hrs	Mins <span style="float: right;">▼</span>

**hrs worked per day**

<b>Maximum</b>	<b>Maximum</b>
Mins <span style="float: right;">▼</span>	Hours <span style="float: right;">▼</span>
Mins <span style="float: right;">▼</span>	Mins <span style="float: right;">▼</span>

14 Click the Minimum "Mins" field.

**Position Type**

Primary X

**Criteria for hours worked per overtime period**

Minimum
30 hrs ▼
Mins ▼
Maximum
40 hrs ▼
Mins ▼

**Criteria for hours worked per day**

Minimum
Hours ▼
Mins ▼
Maximum
Hours ▼
Mins ▼

15

Click "0 mins" (or the minimum minutes you wish to be included for the OT period)

Position Type  
Primary X

Criteria for hours worked per overtime period

Minimum: 30 hrs      Maximum: 40 hrs

Mins: 0 mins, 15 mins, 30 mins, 45 mins

Criteria for hours worked per day

16

Click the Maximum "Hours" field.

Position Type  
Primary X

Criteria for hours worked per overtime period

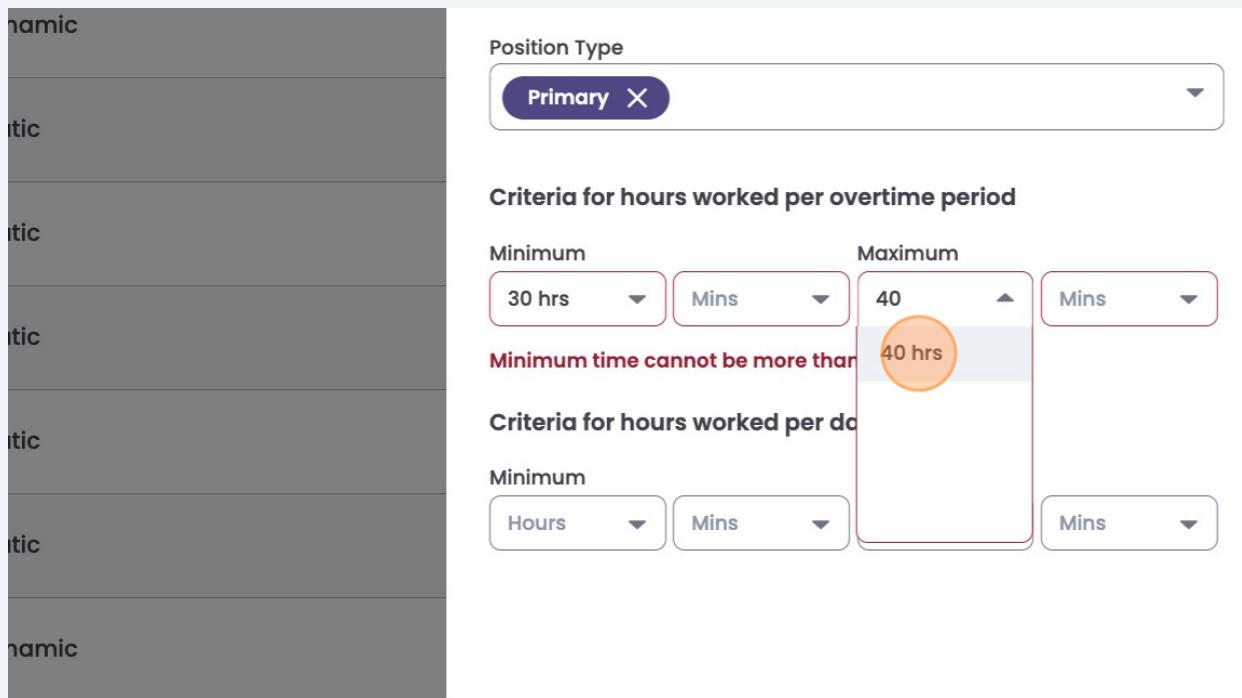
Minimum: 30 hrs      Maximum: Hours

Mins: Mins, Hours, Mins

Minimum time cannot be more than maximum time.

Criteria for hours worked per day

17 Click "40 hrs" (or the maximum hours you wish to be included for the OT period)



Position Type  
Primary X

Criteria for hours worked per overtime period

Minimum: 30 hrs Mins

Maximum: 40 hrs Mins

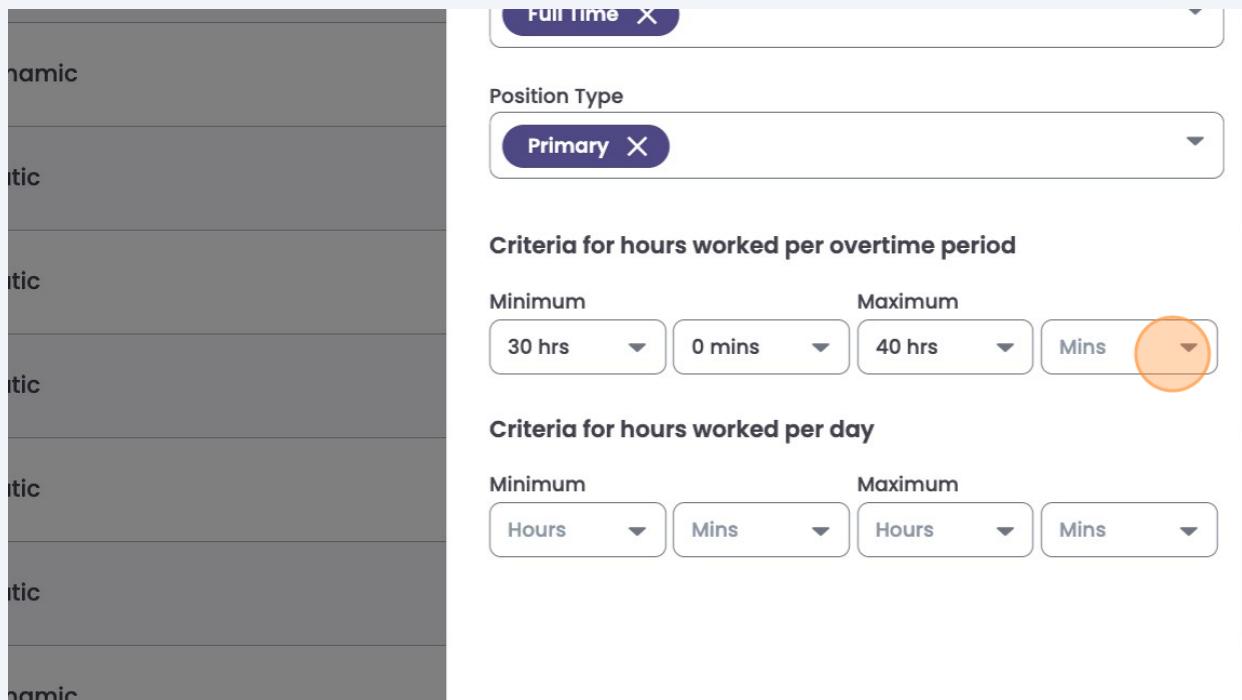
Minimum time cannot be more than 40 hrs

Criteria for hours worked per day

Minimum: Hours Mins

Maximum: Hours Mins

18 Click the Maximum "Mins" Field.



Position Type  
Full Time X Primary X

Criteria for hours worked per overtime period

Minimum: 30 hrs 0 mins

Maximum: 40 hrs Mins

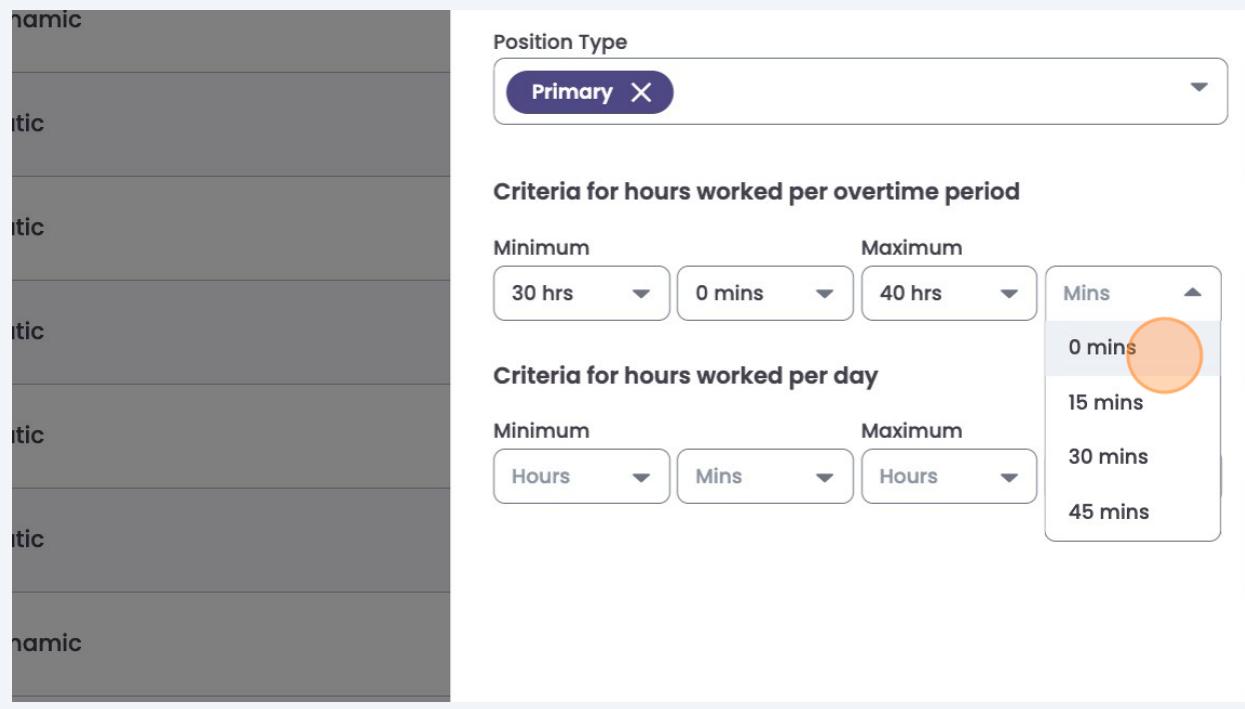
Criteria for hours worked per day

Minimum: Hours Mins

Maximum: Hours Mins

19

Click "**0 mins**" (or the maximum minutes you wish to be included for the OT period)



Position Type

Primary X

Criteria for hours worked per overtime period

Minimum: 30 hrs Maximum: 40 hrs

Criteria for hours worked per day

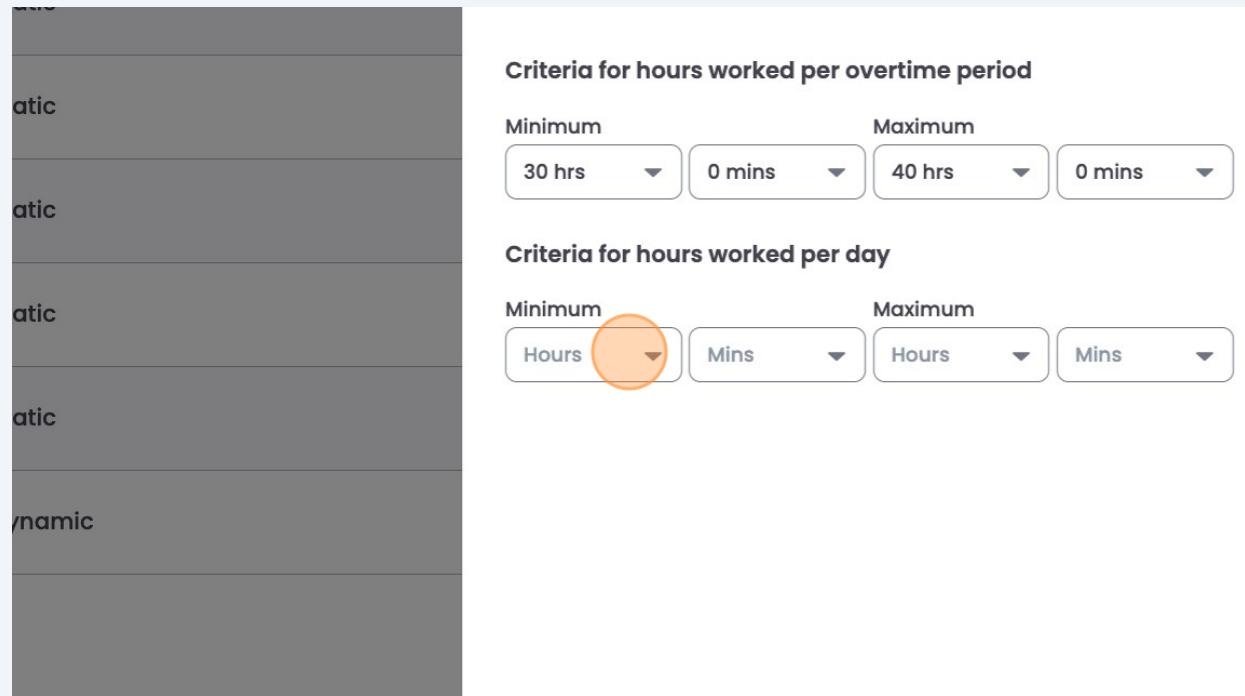
Minimum: Hours Maximum: Hours

Mins:

- 0 mins (highlighted)
- 15 mins
- 30 mins
- 45 mins

20

Under the **Criteria for hours worked per day** field click the "**Hours**" field.



Criteria for hours worked per overtime period

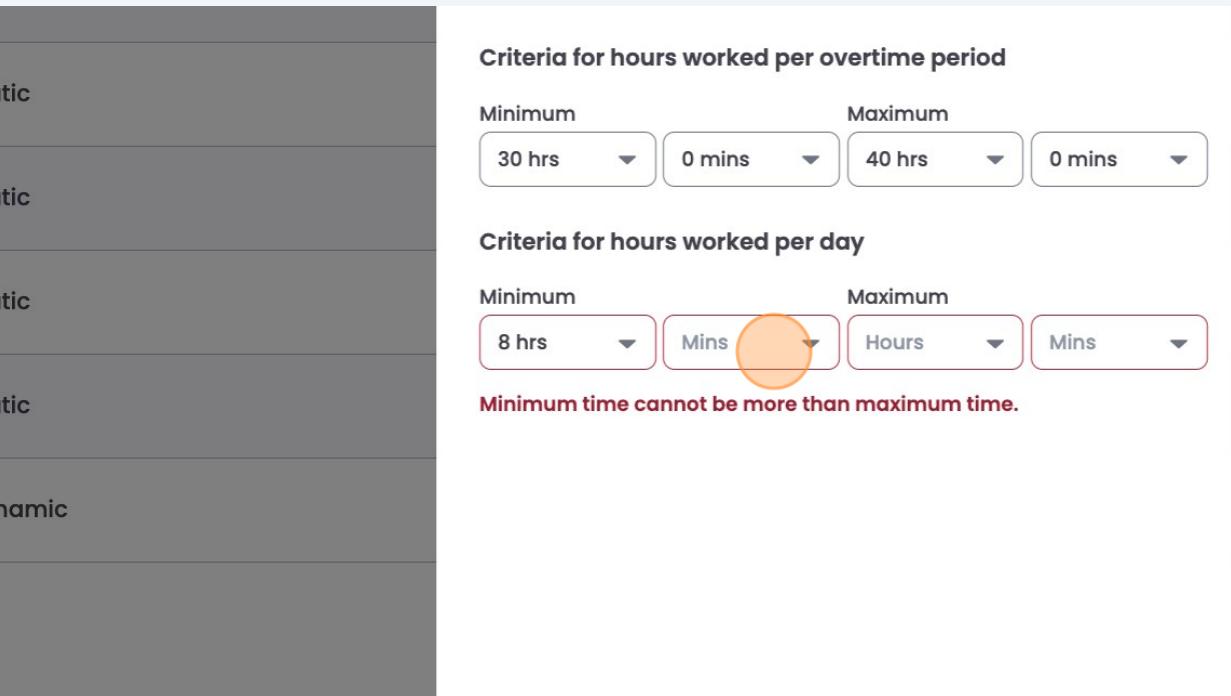
Minimum: 30 hrs Maximum: 40 hrs

Criteria for hours worked per day

Minimum: Hours Maximum: Hours

21 Type "8 enter" (or the minimum hours you wish to be included for the day)

22 Click the Minimum "Mins" field.



The screenshot shows a software interface for setting work hour criteria. On the left, there is a vertical list of items, some of which are partially visible: "tic", "tic", "tic", "tic", and "namic". On the right, there are two sections of criteria settings.

**Criteria for hours worked per overtime period**

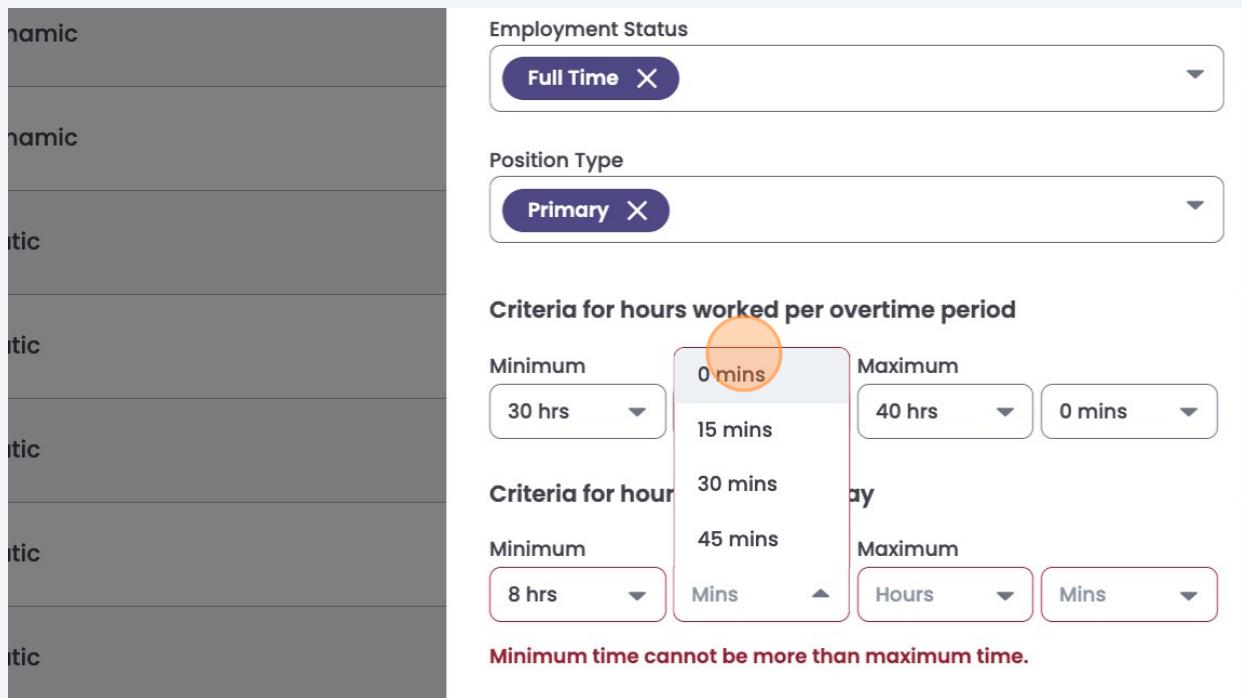
Minimum	Maximum
30 hrs	0 mins
40 hrs	0 mins

**Criteria for hours worked per day**

Minimum	Maximum
8 hrs	Mins
Hours	Mins

A red circle highlights the "Mins" field in the second row of the daily criteria table. Below the table, a red text message reads: "Minimum time cannot be more than maximum time."

23 Click "0 mins" (or the minimum mins you wish to be included for the day)



Employment Status: Full Time

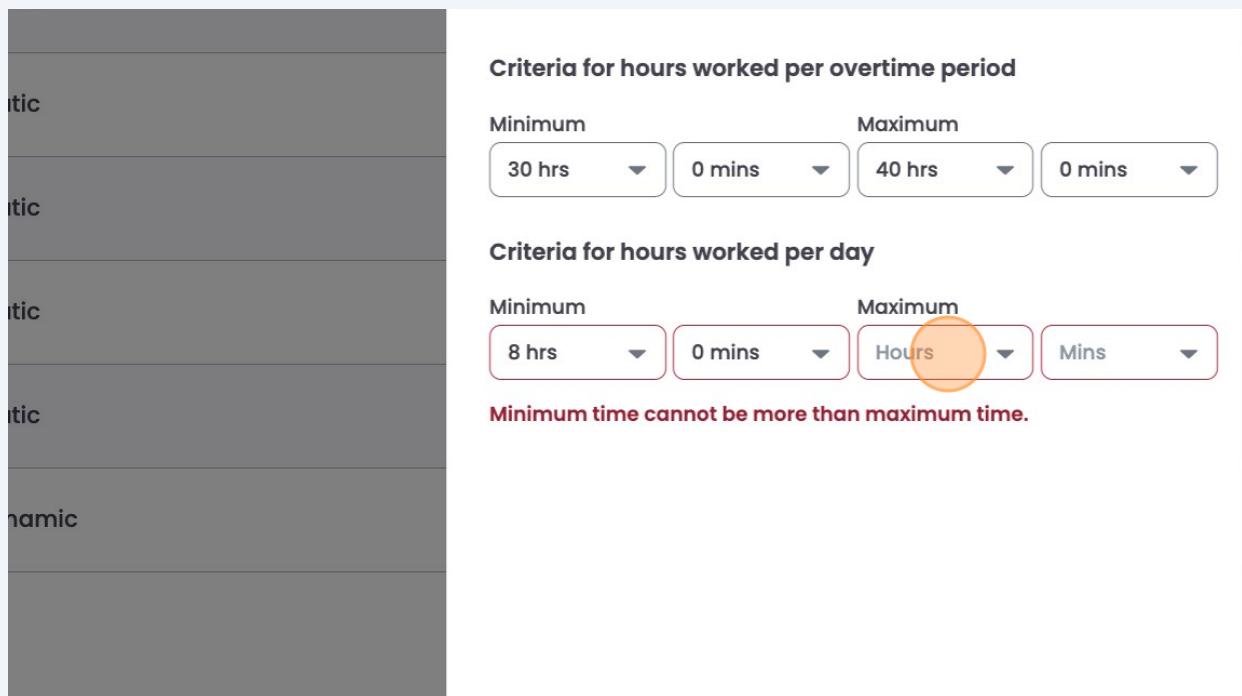
Position Type: Primary

**Criteria for hours worked per overtime period**

Minimum	Maximum
30 hrs	40 hrs
0 mins	0 mins
15 mins	
30 mins	
45 mins	
Mins	Hours

Minimum time cannot be more than maximum time.

24 Click the Maximum "Hours" field.



**Criteria for hours worked per overtime period**

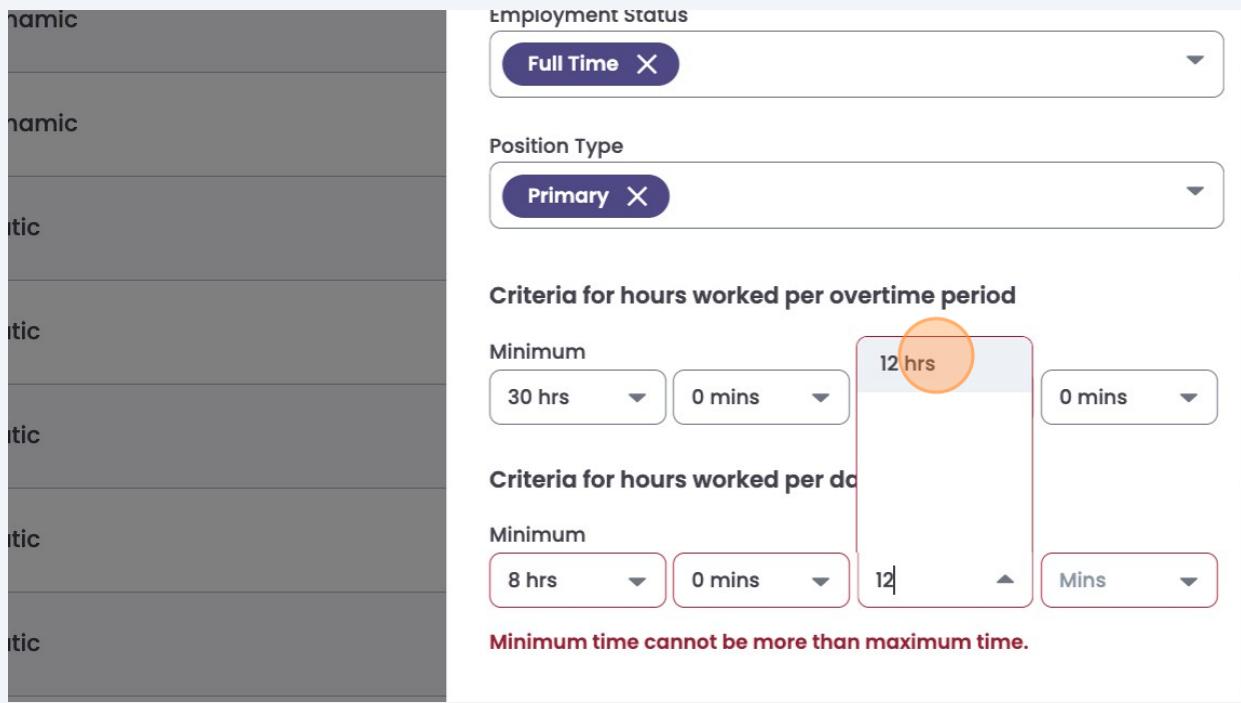
Minimum	Maximum
30 hrs	40 hrs
0 mins	0 mins

**Criteria for hours worked per day**

Minimum	Maximum
8 hrs	Hours
0 mins	Mins

Minimum time cannot be more than maximum time.

25 Click "12 hrs" (or the maximum hours you wish to be included for the day)



Employment status: Full Time

Position Type: Primary

Criteria for hours worked per overtime period

Minimum: 30 hrs, 0 mins

Maximum: 12 hrs, 0 mins

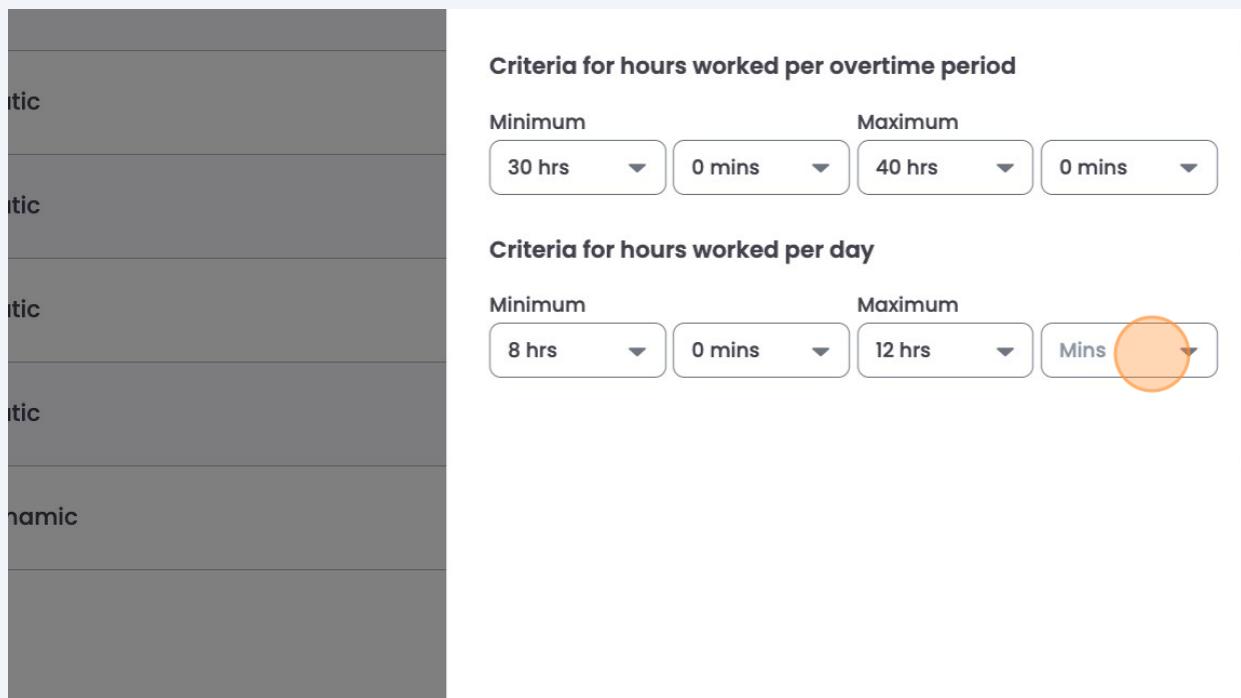
Criteria for hours worked per day

Minimum: 8 hrs, 0 mins

Maximum: 12 hrs, Mins

**Minimum time cannot be more than maximum time.**

26 Click the Maximum "Mins" field.



Criteria for hours worked per overtime period

Minimum: 30 hrs, 0 mins

Maximum: 40 hrs, 0 mins

Criteria for hours worked per day

Minimum: 8 hrs, 0 mins

Maximum: 12 hrs, Mins

27

Click "0 mins" (or the maximum mins you wish to be included for the day)

The screenshot shows a software interface for managing employment status and overtime criteria. On the left, there is a vertical list of names: dynamic, dynamic, dynamic, dynamic, dynamic, dynamic, dynamic. The main area contains the following fields:

- Employment Status:** A dropdown menu showing "Full Time" with an "X" button to the right.
- Position Type:** A dropdown menu showing "Primary" with an "X" button to the right.
- Criteria for hours worked per overtime period:** A section with three dropdown menus: "Minimum" (30 hrs), "Maximum" (40 hrs), and a third dropdown menu showing "0 mins" (highlighted with an orange circle), "15 mins", "30 mins", "45 mins", and "Mins" with a triangle icon.
- Criteria for hours worked per day:** A section with three dropdown menus: "Minimum" (8 hrs), "Maximum" (12 hrs), and a third dropdown menu showing "0 mins" (highlighted with an orange circle), "15 mins", "30 mins", "45 mins", and "Mins" with a triangle icon.

28

Click "Save"

The screenshot shows a software interface with a large gray sidebar on the left containing names: dynamic, dynamic, dynamic, dynamic, dynamic, dynamic, dynamic. The main area is mostly empty, except for a "Save" button at the bottom right, which is highlighted with an orange circle.

## 29 Click "View"

Static	<a href="#">View</a>	<a href="#">Edit</a>
Dynamic	<a href="#">View</a>	<a href="#">Edit</a>
Dynamic	<a href="#">View</a>	<a href="#">Edit</a>
Dynamic	<a href="#">View</a>	<a href="#">Edit</a>
Static	<a href="#">View</a>	<a href="#">Edit</a>
Static	<a href="#">View</a>	<a href="#">Edit</a>
Static	<a href="#">View</a>	<a href="#">Edit</a>

## 30

Group Type ⓘ

Dynamic

Dynamic

Dynamic

Dynamic

Dynamic

### Group Details

**Dynamic Test**

Dynamic Group ⓘ

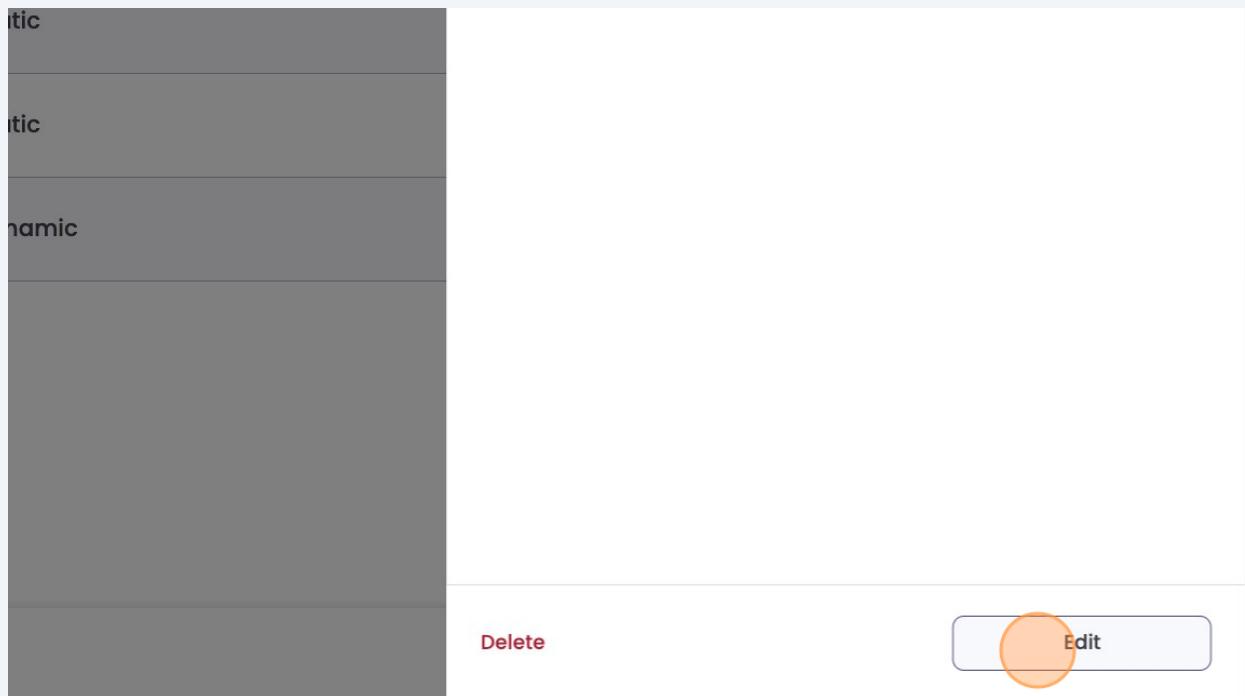
**Criteria for team member attribute**

Employment Status	Position Type
Full Time	Primary

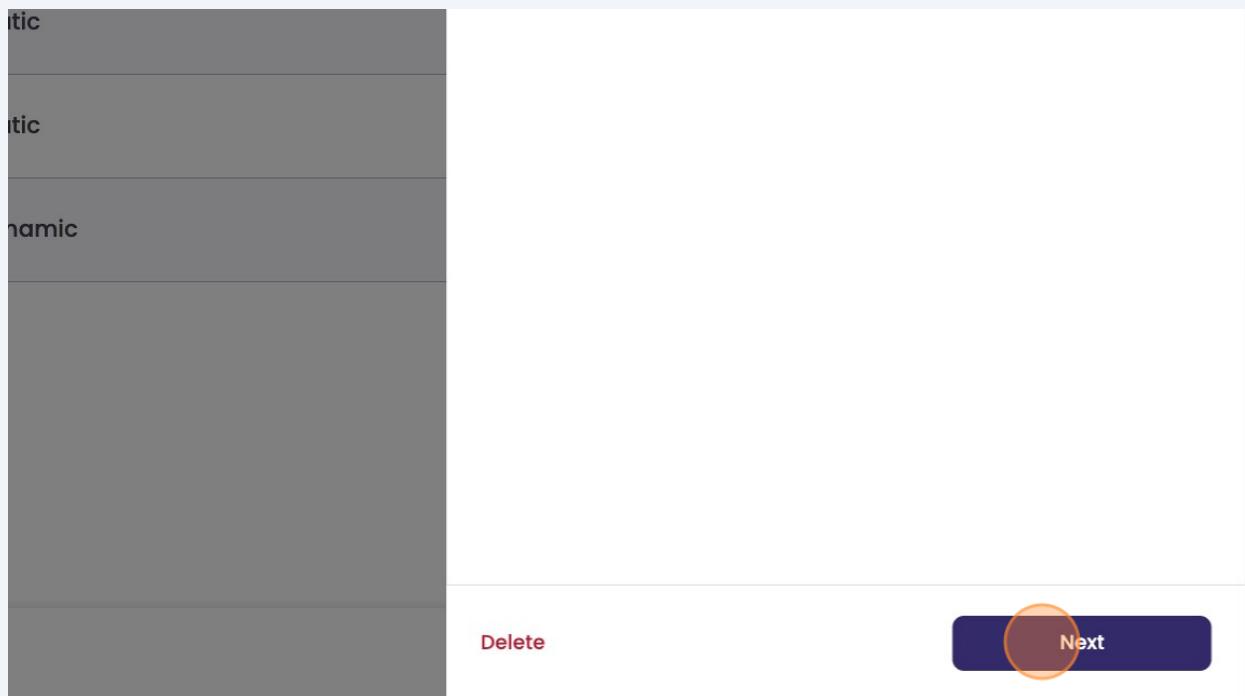
**Criteria for hours worked**

Within Overtime Period	Within One Day
30 - 40 hr	8 - 12 hr

31 Click "Edit"

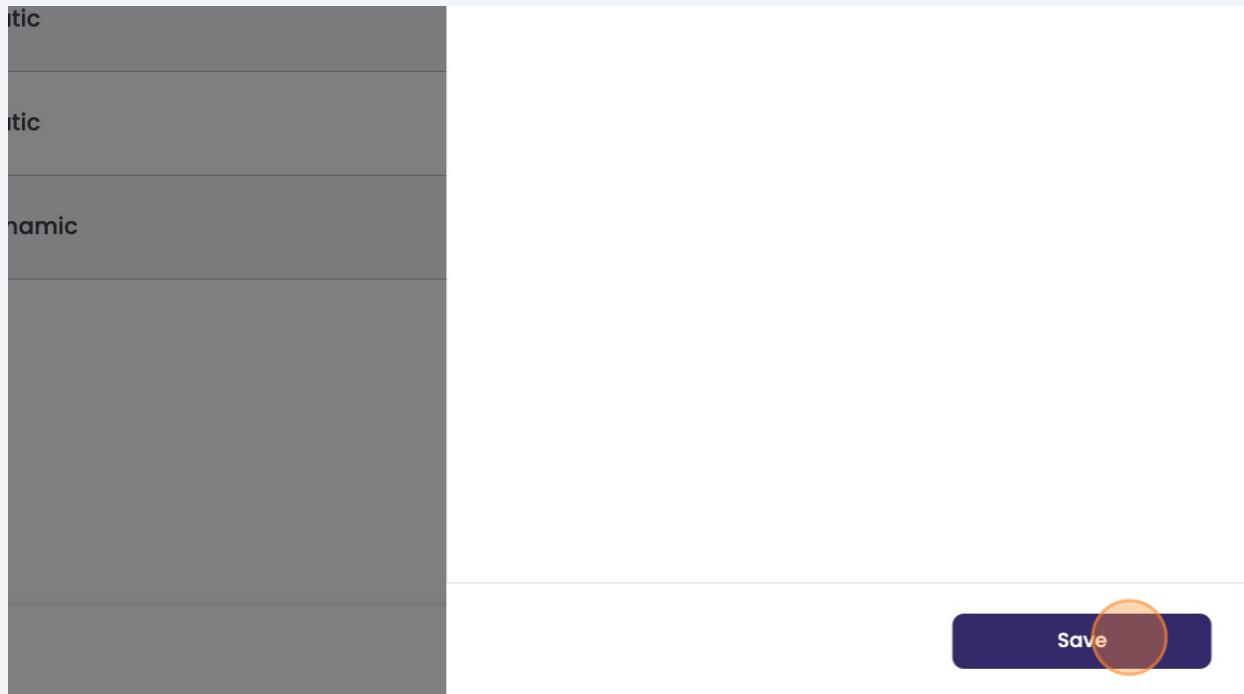


32 Make any change to the group name if applicable then click "Next"



33

Make any changes to the employment status, position type and max and min hours for weekly and daily OT limits then click "**Save**"

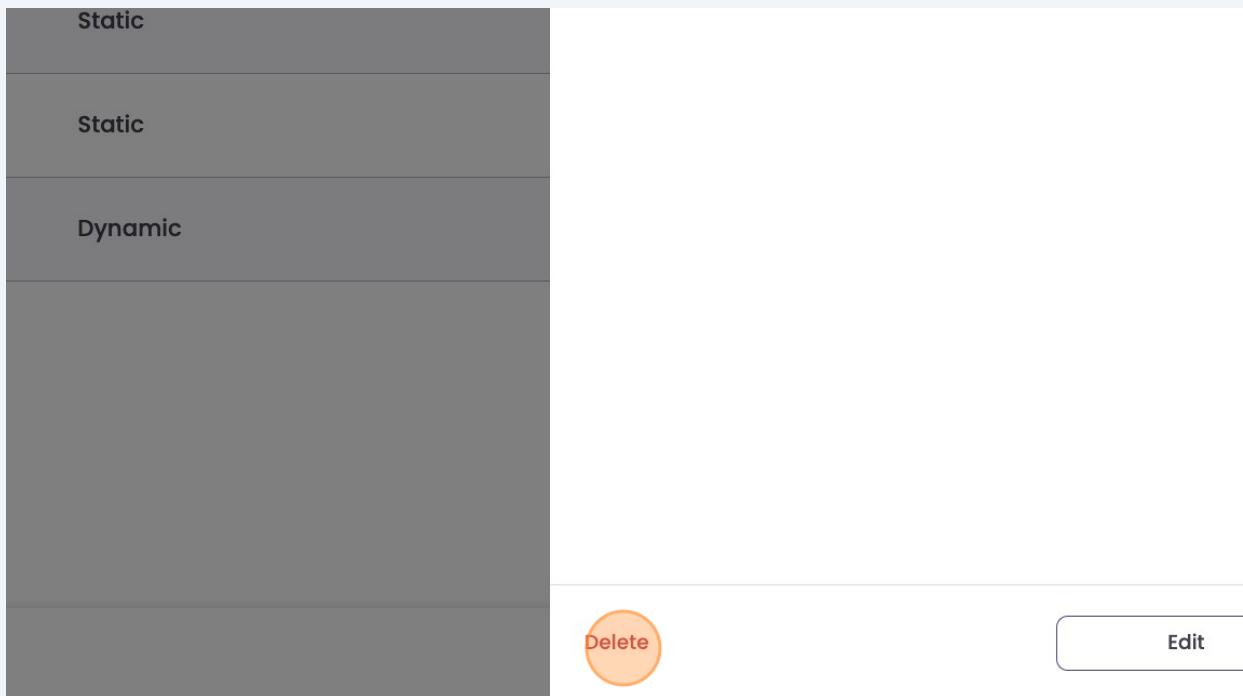


34

Click "**View**"

Static	<a href="#">View</a>	<a href="#">Edit</a>
Dynamic	<a href="#">View</a>	<a href="#">Edit</a>
Dynamic	<a href="#">View</a>	<a href="#">Edit</a>
Dynamic	<a href="#">View</a>	<a href="#">Edit</a>
Static	<a href="#">View</a>	<a href="#">Edit</a>
Static	<a href="#">View</a>	<a href="#">Edit</a>
Static	<a href="#">View</a>	<a href="#">Edit</a>

35 Click "Delete"



36 Click "Cancel" if you wish to keep your group or "Delete" to permanently remove the group.

