



Using the PAN System

CREATING GROUPS

Updated: April 16, 2017

How are “Groups” used?



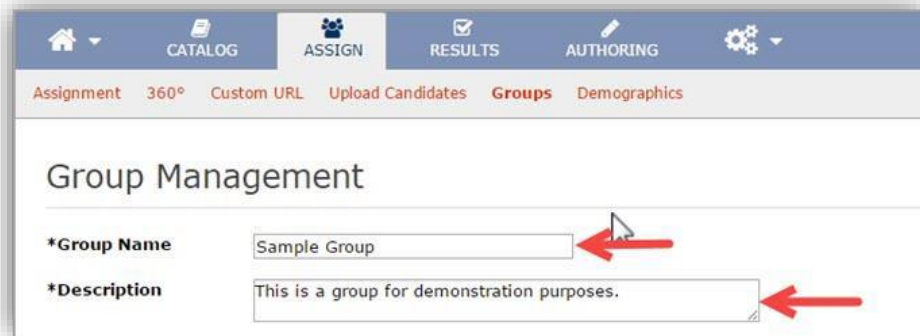
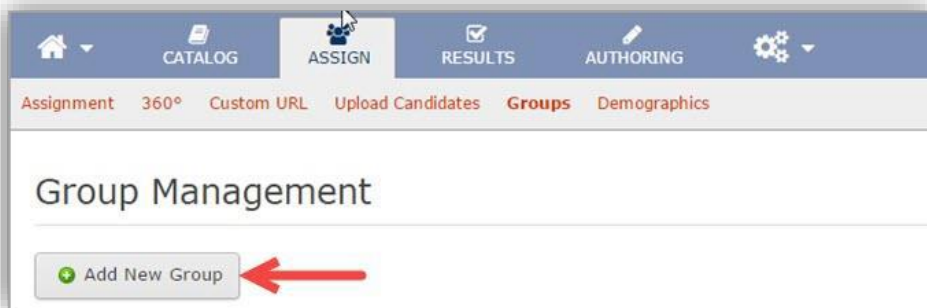
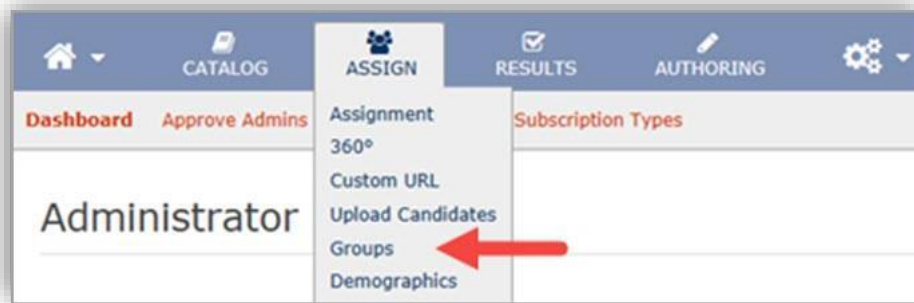
- The “Groups” feature enables you to organize candidates by certain criteria.
- Groups can also be used for reporting purposes, accessed via the “Results” tab.

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



Group Management

*Group Name: Sample Group

*Description: This is a group for demonstration purposes.

Search Candidates

Create Candidate

Search Existing: Enter a last name, email, login ID, or alternate ID. Advanced Search

- 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
- After adding everyone to your group, click “Save Group”

Selected Candidates

3 candidate(s) selected.

Name	Email	Login ID	Alternate ID	Postal	Remove
Hutchinson, Smithers	Scrubbed@panpowered.com	CpbAz2ssE		12345	
Ligia, Fuller	Scrubbed@panpowered.com	pan3		61866	
Popp, Fuller	Scrubbed@panpowered.com	pan4		61866	

Save Group Cancel



Using the PAN System
CREATING GROUPS

QUESTIONS?

Contact Your PAN Account Representative