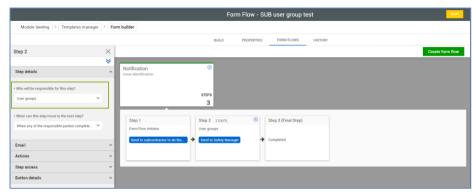
QUICK GUIDE

ADD SUBS TO A USER GROUP WORKFLOW



ADD SUBCONTRACTOR USER GROUP TO A WORKFLOW

- 1. Go to the Templates Manager for a module.
- 2. Open a form with a Form Flow.
- 3. Open the Form Flow tab.
- 4. For the Step Details question that might be worded similar to "Who will be responsible for this step" select **User Group.**

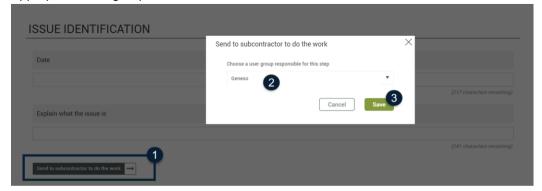


5. Click the Publish icon.

NEED SOME MORE HELP? Learn more in our Knowledge Library learn.ineight.com Take a course at InEight U university.ineight.com

● FORM INITIATED & USER GROUP ASSIGNED

- 1 Select & fill out the form
- 2. At the portion of the form flow where a user group was assigned, select the appropriate user group, and click **Save**.



 A notification is then sent to all users of that group, and that event appears in their All Events screen.

