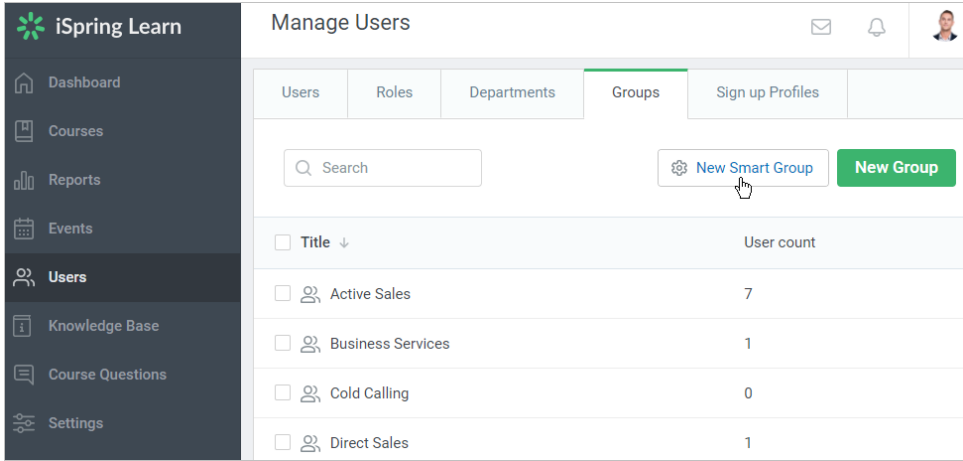


Creating Smart Groups

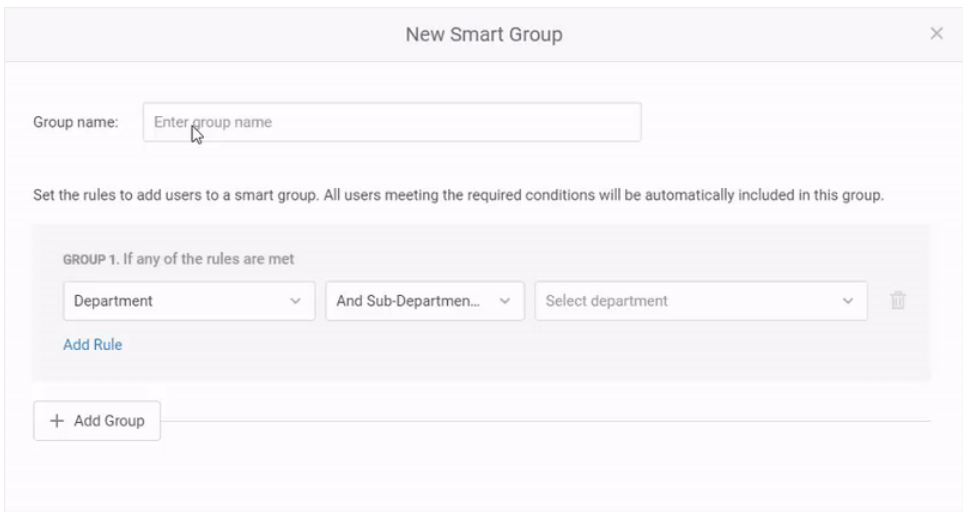
In iSpring Learn, you can create smart groups to automatically unite employees who meet certain criteria.

You define the set of rules for a smart group, such as a specific department or job title, and more. If users meet these conditions, they will be immediately added to the smart group. Once you create a smart group, you can enroll this group into the courses or run reports by this group.

1. To create a new smart group, head to **Users** and open the **Groups** tab. There, click the **New Smart Group** button.



2. Start by entering the group name.
3. Then, select who will be added to the smart group. Click **Add Rule** and choose between different conditions like department, group, or any field in the user profile.



You can add multiple rules if necessary. If **any** of the selected conditions are met, users will be added to the smart group. In the example above, all users from the Sales and Marketing departments will be added to the smart group.

4. If you want to apply multiple conditions that **all** should be met at the same time, create another group of rules. Click on **Add Group** and specify the new set of conditions. In the example below, all users from the selected departments but only from Canada will be included in the smart group.

New Smart Group ✕

Group name:

Set the rules to add users to a smart group. All users meeting the required conditions will be automatically included in this group.

GROUP 1. If any of the rules are met

<input style="width: 90%;" type="text" value="Department"/>	<input style="width: 90%;" type="text" value="And Sub-Departmen..."/>	<input style="width: 90%;" type="text" value="Marketing"/>	
<input style="width: 90%;" type="text" value="Department"/>	<input style="width: 90%;" type="text" value="And Sub-Departmen..."/>	<input style="width: 90%;" type="text" value="Sales"/>	

[Add Rule](#)

— AND —

GROUP 2. If any of the rules are met

<input style="width: 90%;" type="text" value="Country"/>	<input style="width: 90%;" type="text" value="Canada"/>	
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[Add Rule](#)

[+ Add Group](#)

5. Finally, click **Create** at the bottom of the window. Done!
 The new smart group will be added to the list of groups and will differ from ordinary groups by the icon next to the name. Here you can change its settings or delete it. Now you can use it for user enrollments or running reports.

iSpring Learn

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Manage Users

Users	Roles	Departments
<input type="text" value="Search"/>		
<input type="checkbox"/> Title		
<input type="checkbox"/> Active Sales		
<input type="checkbox"/> Product Training		
<input type="checkbox"/> Discussion Group		
<input type="checkbox"/> Direct Sales		



1. All administrators can see the entire list of groups. As for the group members, admins can see users from their managed departments. All other users will be hidden.
2. If a group includes a rule that is out of the admin's access level, then you can't edit the rule and the group.
3. After creating a smart group, you can't delete departments, groups or user profile fields that are used in the group rules.