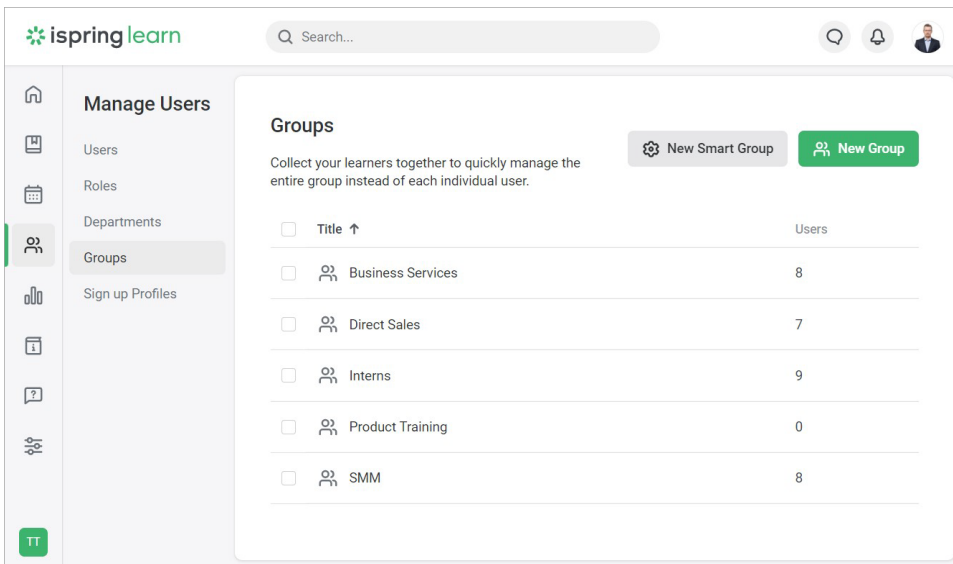


Creating Smart Groups

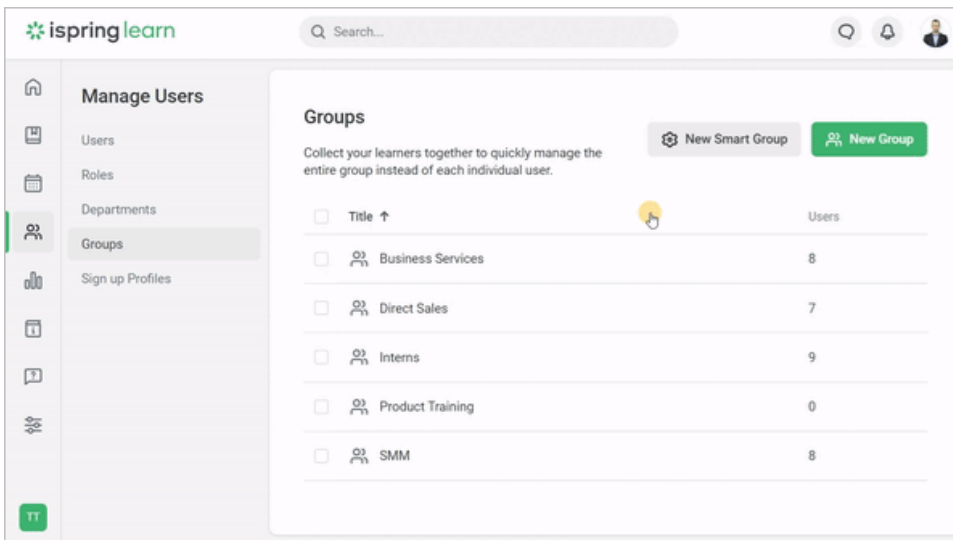
In iSpring Learn, you can create smart groups to automatically unite employees who meet certain criteria.

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 **New Smart Group**.



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.

Edit Smart Group

×

Group name: Product Training

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

Department

And Sub-Departmen...

Product Development

Group

SMM

Add Rule

+ Add Group

47 users meet the rules.

Learn more

Cancel

Save

- 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.

Search...

Manage Users

Users

Roles

Departments

Groups

Sign up Profiles

Groups

Collect your learners together to quickly manage the entire group instead of each individual user.

New Smart Group

New Group

<input type="checkbox"/>	Title ↑	Users
<input type="checkbox"/>	Business Services	8
<input type="checkbox"/>	Direct Sales	7
<input type="checkbox"/>	Interns	9
<input type="checkbox"/>	Product Training	0
<input type="checkbox"/>	Product Training	47
<input type="checkbox"/>	SMM	8