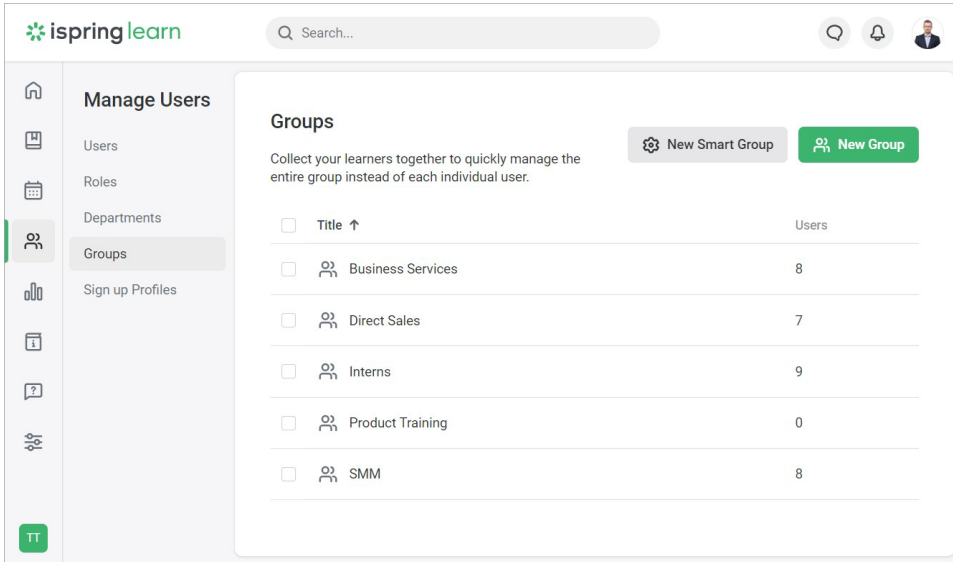


Creating Smart Groups

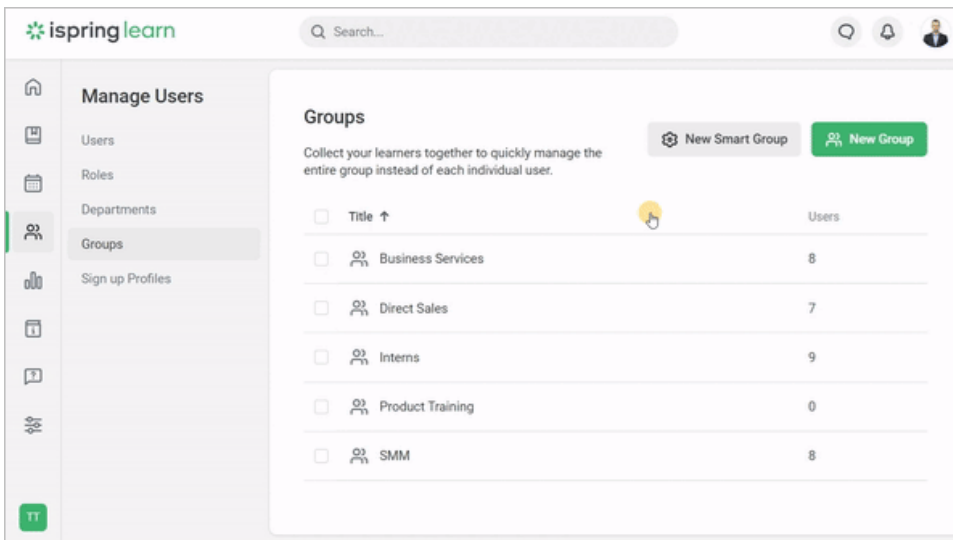
In iSpring Learn, you can create smart groups to automatically unite employees who meet certain criteria.

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.

