NEW FEATURE IN 4.0

Groups is one of the most significant changes made to the Envoy application. You can think of groups as a customized filter for your data, allowing you to organize employees in a manner that works best for you. With just one click, you can zoom in on a particular set of employees or zoom out to see employees across multiple divisions. Groups are only available to company users, not employees.

Create New Group ×

Visa Type
Select one or more visa types and any employees with that visa type associated with them will be automatically added to the group. This applies to past statuses, current cases, and cases opened in the future

Cost Center
Select one or more of the cost centers you're using for employees. This applies to employees currently assigned to cost centers and employees added in the future

Department
Select one or more of the departments you're using for employees. This applies to employees currently assigned to departments and employees added in the future

Job Location
Select one or more of the job locations you're using for employees. This applies to employees currently assigned to job locations and employees added in the future

Cancel   Group Details >

CREATING A GROUP

Group creation is accessed by going to the person image in the upper right and clicking on Administration > Groups. Only a Company Administrator can create and manage groups.

There are two types of groups that can be created: **Rule Based** and **Custom**.

A **rule-based group** automatically includes employees across all divisions who match the selected rule, such as visa type, cost center, etc. This means that an employee can show up in multiple groups, such as an H-1B group and a Chicago Office group.

A **custom group** requires that the Company Admin select the employees to be included in the group. This feature gives the Company Admin the flexibility to create a unique collection of employees, such as half the employees in a division, who can then be managed by a specific colleague.

Group access: For both rule-based and custom groups, the Company Admin selects the colleagues who can see the newly created group. Groups do not override the colleague's permissions. For example, for a rule-based group that includes employees from multiple divisions, a colleague with access to one division will only see employees from that one division when they select the group.

USING GROUPS

Using a group is as simple as clicking the group icon at the top of the page and then selecting a group from the menu.

The menu will only show group(s) the user has access to. For some, only the custom or rule-based groups will be displayed. For others, the menu will also show division(s) if the user's access allows them to see all employees in a division.

After selecting a group name, the pages are filtered to only show employees within the selected group that the user has access to.

envoy   ⚏ All Groups

All Groups

Cats Division

Dogs Division

PERM Recruitment

H-1B Visas

Remove the filter simply by selecting All Groups from the group menu. The pages will then show all employees the user has access to manage.