

# SWS - Forms in the Maintenance Menu - Workstation Groups

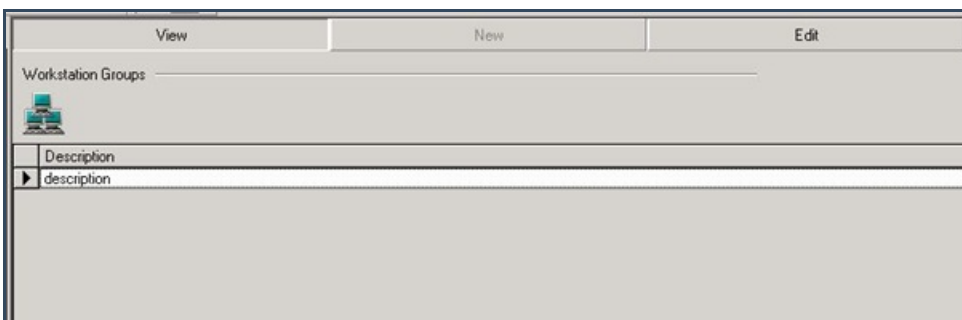
The Workstation Group form allows you to associate a Manitou Workstation with other individual Workstations.

## Creating a New Workstation Group in Manitou

Perform the following steps to create a Workstation Group:

1. Navigate to the Maintenance menu, click "Setup", then click "Workstation Groups".

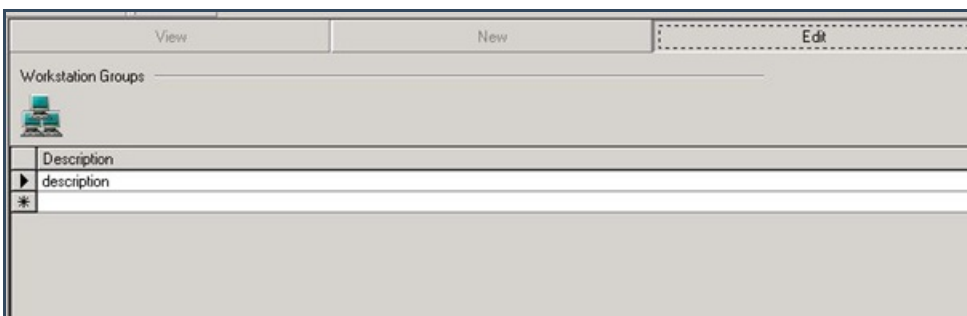
**Result:** The "Workstation Groups" form displays as shown in the following screenshot:



The screenshot shows a software interface for "Workstation Groups". At the top, there are three buttons: "View", "New", and "Edit". Below the title, there is a small icon of a workstation. A table with one row is visible, with a column header "Description" and a cell containing the text "description".

2. Click "Edit".

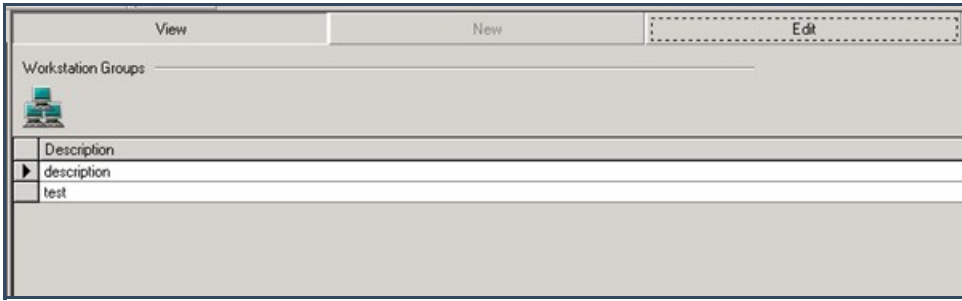
**Result:** A new line displays on the form and is denoted by an asterisk as shown in the following screenshot:



The screenshot shows the same "Workstation Groups" form. The "Edit" button at the top is now highlighted with a dashed border. In the table below, a new row has been added at the bottom, marked with an asterisk (\*) in the first column, indicating it is a new entry.

3. Enter a description for your new Workstation Group and click "Save".

**Result:** Your new Workstation Group displays in the list as shown in the following screenshot:



## Adding an Individual Workstation to Your New Workstation Group

Now that you have created a new Workstation Group, you must add the individual Workstations you want as members of the Workstation Group.

Perform the following steps to add individual Workstations to your new Workstation Group:

1. Navigate to the Maintenance menu, click "Setup", then click "Workstations".

**Result:** The "Workstations" form displays as shown in the following screenshot:

Workstations							
Description	Client Type	Security Level	Extension	Last Active	W/S Grp	Mon. Grp	Attributes
Pending Workstation	Manitou CS Client	Protected Area		08/23/2013 14:23:27	0		
Pending Workstation	Supervisor Workstation	Protected Area		08/06/2013 14:37:38	0		
Pending Workstation	Manitou CS Client	Protected Area	5990003		0		
Pending Workstation	Manitou CS Client	Protected Area	5990003	10/14/2013 08:41:59	0		
Pending Workstation	Supervisor Workstation	Protected Area		10/18/2013 13:57:59	0		
Pending Workstation	Manitou CS Client	Protected Area	5990001	10/18/2013 13:45:15	0		
Pending Workstation	Supervisor Workstation	Protected Area	5990001	10/18/2013 13:50:17	0		
Pending Workstation	Manitou CS Client	Protected Area	5990004	10/17/2013 13:47:54	0		
Pending Workstation	Supervisor Workstation	Protected Area		10/15/2013 12:38:41	0		
Pending Workstation	Manitou CS Client	Protected Area	5990002	08/19/2013 08:29:33	0		
Pending Workstation	Supervisor Workstation	Protected Area	5990002	08/16/2013 10:41:43	0		
Pending Workstation	Manitou CS Client	Protected Area		09/13/2013 11:12:10	0		
Pending Workstation	Supervisor Workstation	Protected Area			0		

2. Click "Edit".
3. Select the Workstation you want to add to the Workstation group by click the line on which it displays.
4. Click at the right edge of the "WS Grp" column of the line for the Workstation you selected.

**Result:** The icon for a dropdown menu displays as shown in the following screenshot:

WS Grp	Mon. Grp	Attributes
0		
Grp	Description	
1	description	
2	test	

5. Select the Workstation Group to which you want to add the individual Workstation.

**Result:** The Workstation Group you selected now displays in the "WS Grp" column.

6. Click "Save".

