







Groups

 **Senior managers** [edit](#)

Welcome back, **Matt** [[Your details](#)] [[Logout](#)]

View the latest group report: [[Summary](#)] [[Detailed](#)]

Name and email	Last login	Last save	Last report	Action
 Matt Tester (Leader) test@schemeta.com	08:37 on 15th Jul 2014	08:30 on 15th Jul 2014	08:31 on 15th Jul 2014	Summary report Detailed report
 Mike Person mike@schemeta.com	08:36 on 15th Jul 2014	14:18 on 10th Jul 2014	14:41 on 7th Jul 2014	Summary report Detailed report Promote to group leader 
Unknown user info@schemeta.com			<i>Pending</i>	
 Invite a new member - please enter a valid email address below: <input type="text" value="Email address"/> <input type="button" value="Invite group member"/>				
<input type="button" value="Delete this group"/> <input type="button" value="Your Groups"/>				

It might be useful to work with colleagues using the Traineeship Support tool. It could be you want your team to join in or have people with a shared interest working in the same sector.

The tool allows you to create and belong to groups. Anyone can create a group and can accept or reject invitations to join a group.

All members of a group can view the summary or detailed group report. These scores are the mean scores for each category or statement.

All members can view every other member's summary or detailed report. But only an owner can edit their scores.

Managing a group

Select **Your Groups** in the top menu. This will show you any groups you belong to.

To create a new group:

1. Enter the name of the group
2. Select Create your group now

The person who creates the group is initially the group leader.

A group leader can remove a member from the group or delete the group entirely. They can promote someone else to group leader.

But once they have done this they will no longer be leader.

Deleting a group or removing members does not have any effect on their scores.

To invite a new member enter their valid email address. This has to be the email they use to register for the tool.

The next time they log on they will see an invitation. They can choose to accept the invitation or reject it.

Your Index

Welcome back, **Mike** [[Your details](#)] [[Logout](#)]

 You have been invited to join **Bedford Group**. [[Accept](#)] [[Reject](#)]

You can see the members and their status by selecting a group.

[Home](#) [Your Index](#) [Your Report](#) [Your Groups](#)

Your Groups

You are a currently a member of the following group:

[Bedford Group](#)

Your group: 1 active member

Create New Group

Please enter a name for your group and click below to create