

# Create a group in Job Finder

In this task, you will create a group in Job Finder to organize your activity jobs. At the end of the training session, you can use the group to quickly find and remove jobs created as part of the training.

1. From your workstation, double-click the **Workshop** icon to start Prinergy Workshop.
2. In the Login window, type a user name and password.
3. In the **Server** list, select the correct server name.
4. Click **Login**.
5. From the **File** menu in Job Finder, choose **New Group**.
6. In the Create New Group dialog box, type <XX>\_Main\_Group (*where <XX> is your initials*). Click **Create**.