



How to Develop Work Groups within WebAdMIT

Work Groups give you the ability to hide data (i.e., race and ethnicity) while allowing users to easily manage and access the information they need in other areas. Work Groups allow you to remove that information from the Applicant Details Page and full application PDF.

To create a Work Group:

1. Once logged into DICAS production portal, using the Menu Bar, open the Management panel, then click **Work Groups**.
2. Click **New Work Group**.
3. Enter a name for the Work Group.
4. Select the group's **Permission Sets**. Review the [Permission Sets and WebAdMIT Functionality](#) section below to determine which permissions to activate for a Work Group.
5. Select the panels and subpanels that the group can view on the **Applicant Details** page. The selected panels and sub-panels appear under **Panels and Sub-Panels Enabled for Viewing**. Review [How the CAS Application Sections Link to WebAdMIT](#) for a more thorough understanding of where CAS application information appears in panels and subpanels.

Available Panels and Sub-Panels

- ▶ Achievements
- ▶ Assignments
- ▶ Cas Custom Questions
- ▶ Contact Information
- ▶ Custom Fields
- ▶ Custom Questions
- ▶ Designations
- ▶ Documents
- ▶ Education
- ▶ Electronic Transcript
- ▶ Emails
- ▶ Evaluations
- ▶ Experiences
- ▶ GPA Overview
- ▶ History
- ▶ Infractions
- ▶ Interviews
- ▶ Licenses and Certifications
- ▶ Notes
- ▼ Personal Information
 - All Subpanels +
 - Personal Information Background Check
 - Personal Information Biographic Information
 - Personal Information Citizenship and Residency
 - Personal Information Other Information
 - Personal Information Parent/Guardian
 - Personal Information Race and Ethnicity**
- ▶ Personal Statements

Panels and Sub-Panels Enabled for Viewing

Achievements	✗
Achievements Honors	
Assignments	✗
Assignments	
Education	✗
Education High School	
Education	✗
Education Undergraduate / Graduate Schools	
Evaluations	✗
Evaluations	
Experiences	✗
Experiences Employment	
Experiences	✗
Experiences Extracurricular Activities	
Personal Information	✗
Personal Information Biographic Information	
Personal Information	✗
Personal Information Citizenship and Residency	
Personal Statements	✗
Personal Statements	

6. Click **Submit** to save your template or **Return to Manage Work Groups** to discard your template.