DICAS
Dietetics Inclusive Centralized Application Service

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.

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