How to create Employee Lists in QCC

Open QCC and go to Employee Maintenance
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From Employee Maintenance, go to Options and choose Edit Employee Lists
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From the Employee List Editor, click on New List and choose New Collection.
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Give the new Collection and Employee List a name, then click on OK.

Your new collection and list will appear under “Unassigned”
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Go to the Employee Maintenance search grid and search for records

Once records are on your search grid, go back and click on your employee list and choose Edit.
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Click on Load and choose All from Employee Search Grid

Records from your Employee Search grid will now appear in your new list
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Click Save to save records to your employee list.

To retrieve your employee lists, go to Selected Employee/List/Applicant on the Search panel and click on your list.
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You list of records will now be loaded onto the Employee Search grid.