




















Add a Team

Last Modified on 23/02/2021 2:45 pm GMT

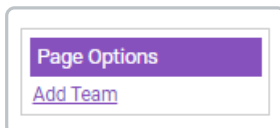
Permissions

You will require an Access Role with the following permissions:

- Teams
1. Navigate from the **Home** page to **Administrative Settings | User Management | Teams**. This will display a list of any existing teams.
 - Click  to view the members of any existing team.

Teams		
  	Team Name ▲	Team Description
  	Alex Test Team	
  	Duty of Care Team	
  	Luket_Team	
  	Payroll	
  	Shane Team	

2. Click **Add Team** from the Page Options menu.



3. Complete the following details:

Add / Edit Team
Team Details


General Details

Team name *

Description

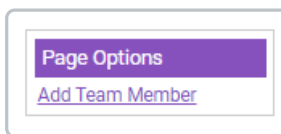
Team leader

Team Members

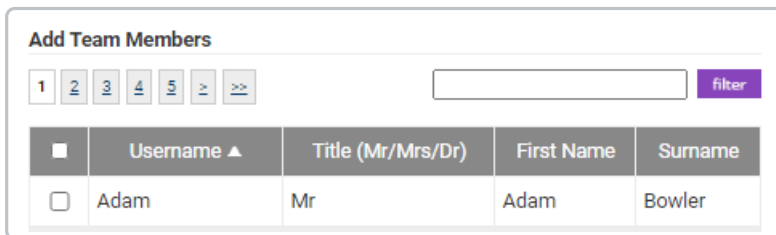
	Username ▲	Title (Mr/Mrs/Dr)	First Name	Surname
There are no Users in this Team yet.				

Field	Description
Team Name*	Enter a name for this team.
Description	Enter a description for this team. This is useful to help differentiate between teams.
Team Leader	Select a team leader from the list of available team members. Note: You must add team members before being able to select a team leader.

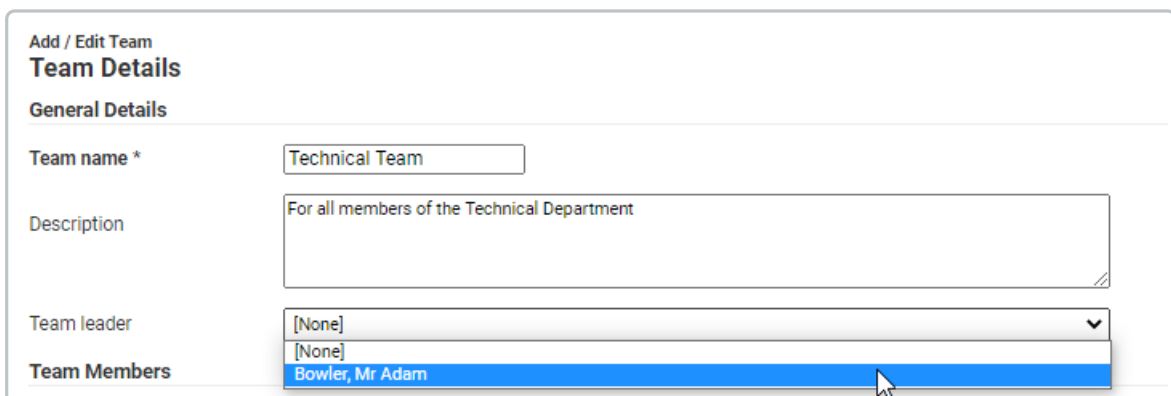
- Click **Add Team Member** from the Page Options menu. This will display a list of all employees who you can assign as team members. Use the search bar to filter the list of employees.



- Select the check box next to the employees and click **Save**.



- Once you have added all of the team members, select the team leader from the list.



- Click **Save**.