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.

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

3. Complete the following details:

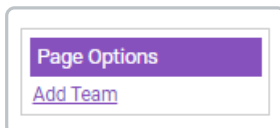| Field	Description
Team Name*	Enter a name for this team.
Description	Enter a description for this team. This is useful to help differentiate between teams.
Team Leader	Select a team leader from the list of available team members. **Note:** You must add team members before being able to select a team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

4. 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.
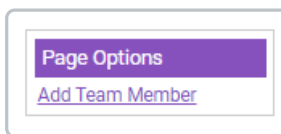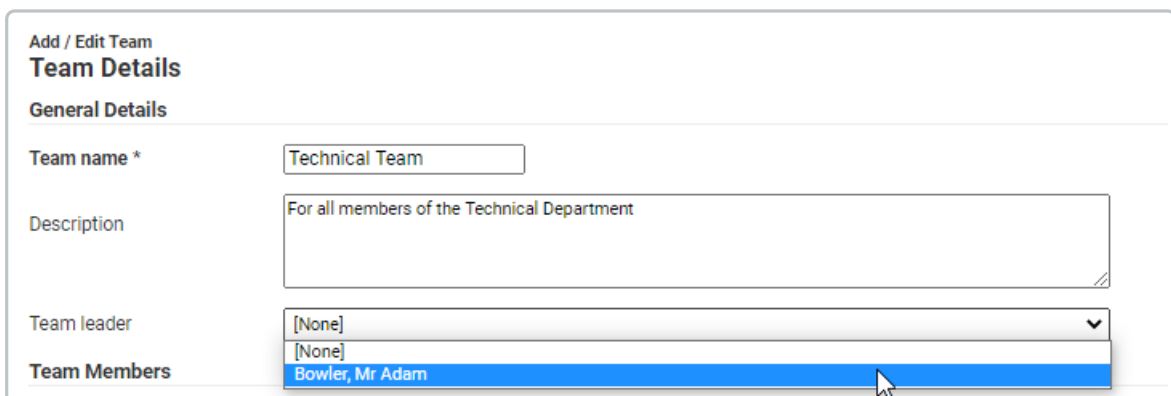

5. Select the check box next to the employees and click **Save**.
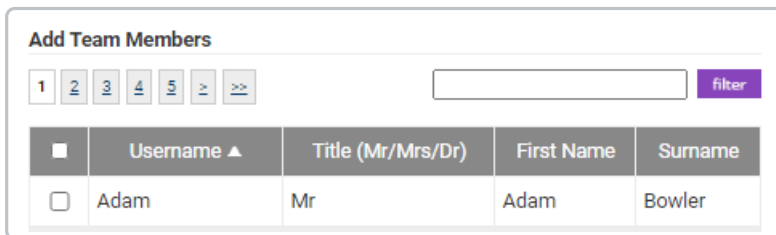
6. Once you have added all of the team members, select the team leader from the list.

7. Click **Save**.