DOZUKI

How to Create a Team

This guide demonstrates how to create a Team.

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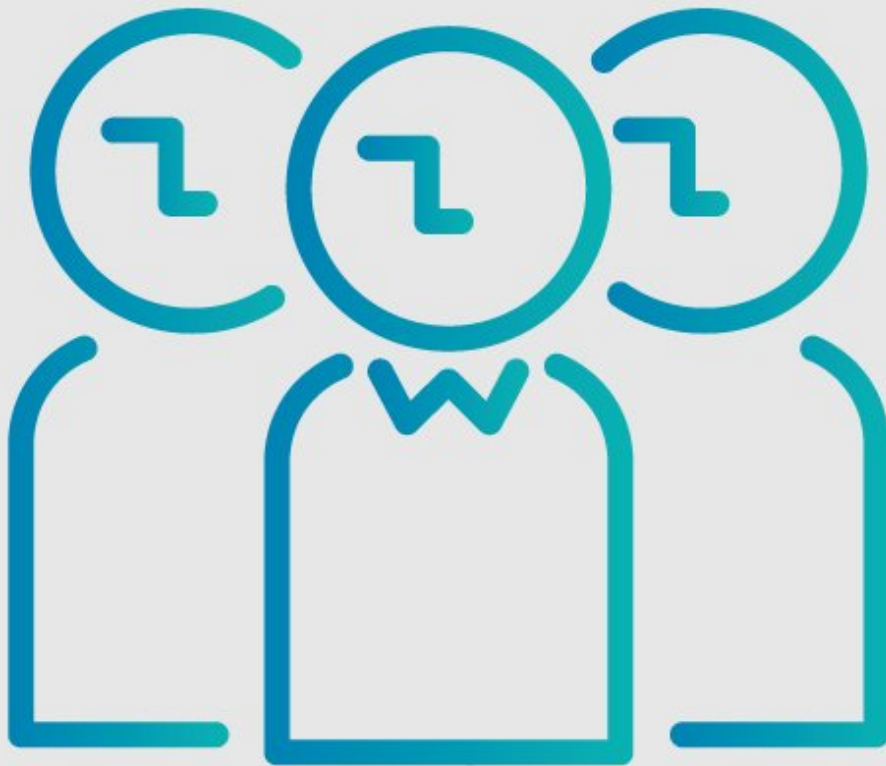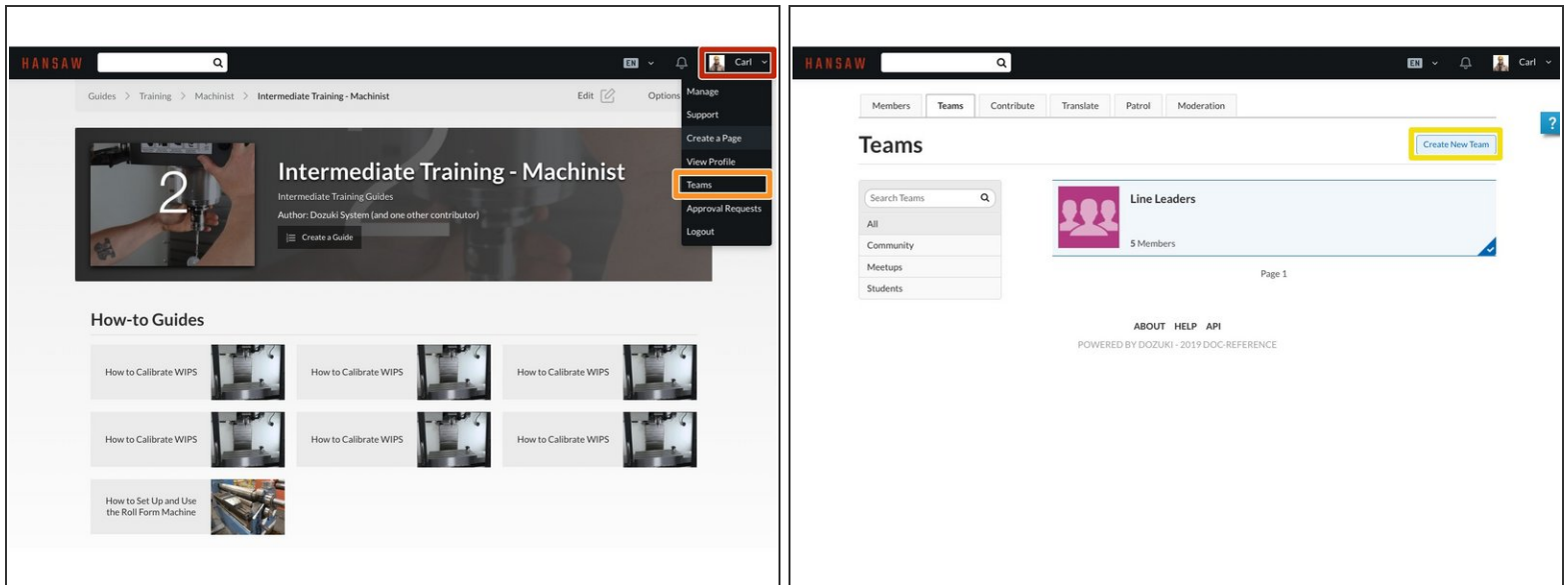
INTRODUCTION

This guide demonstrates how to create a Team.

Teams allow you to segment your users into different groups based on similar interests, positions, responsibilities, location, etc.

Once your teams are created, you can specify the guides that each team can view and signoff on.

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Step 1 — Open Teams Page

- Click on your username on the right side of the site header.

- Select **Teams** from the drop-down menu.

- Click on the **Create New Team** button.

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Step 2 — Create New Team

- Enter your **Team Name**.

- Add a **Summary** for your team.
  - ⓘ For example: Is this team comprised of managers? Engineers? Service technicians?

- You have the option to make this team an **Invite Only** team.
  - ⓘ **Invite Only** means that users must be invited or manually added to the team by an admin user.

- Click **Create** to make your team.

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Step 3 — Add Detailed Information

- Now that your team has been successfully created, you have the option to add additional information about your team including:

  - An Avatar Image.

  - Summary.

  - Detailed description in the About Section.

  - Location.

- Click **Save** at the bottom of the page to save your work.

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