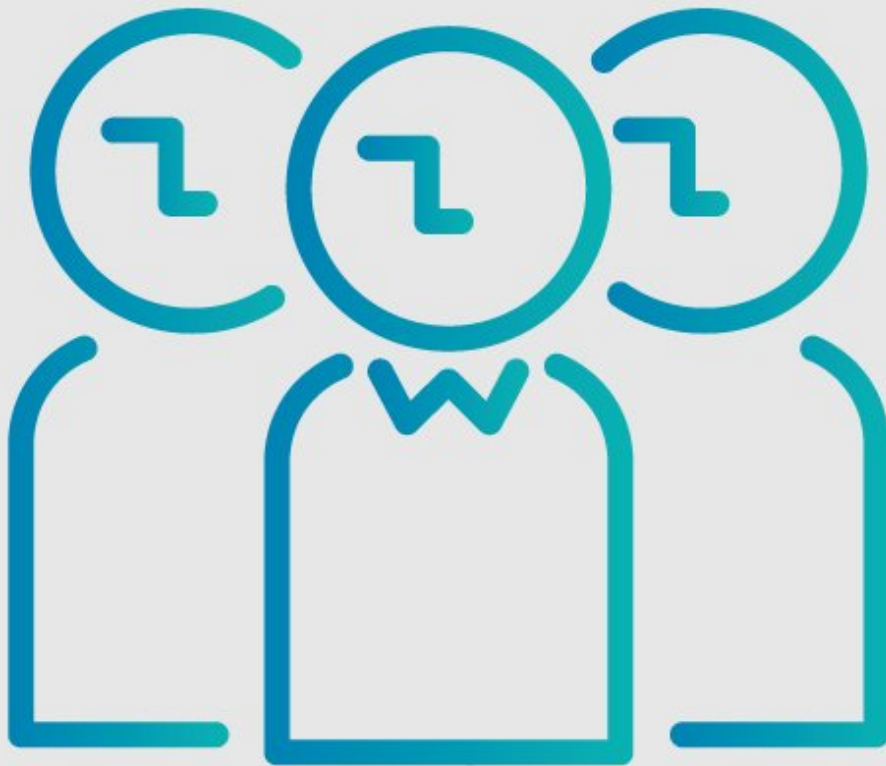




How to Create a Team

This guide demonstrates how to create a Team.

Written By: Dozuki System



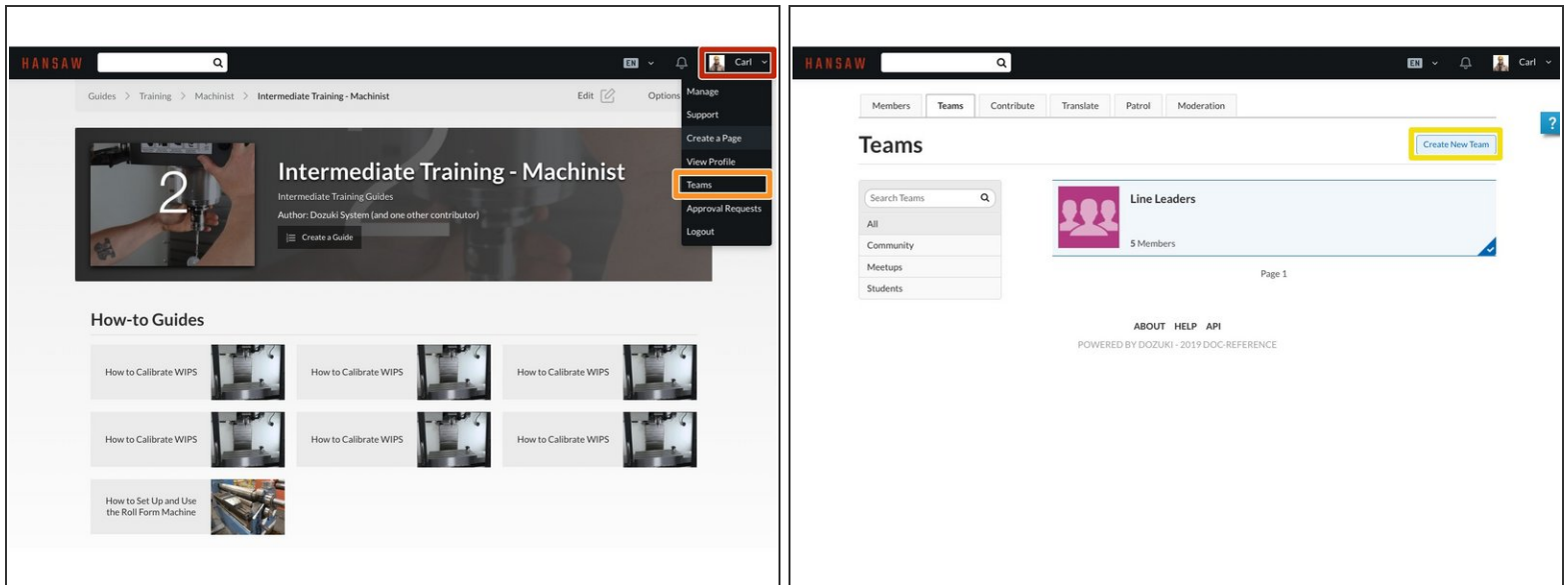
INTRODUCTION

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.

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.

Step 2 — Create New Team

The screenshot shows the 'Create New Team' interface. At the top is a dark navigation bar with the 'HANSAW' logo and a search icon. Below this, the title 'Create New Team' is centered. The form consists of three main sections: 1. 'Team Name' with a text input field highlighted by a red border. 2. 'Summary (optional)' with a larger text area highlighted by an orange border. 3. 'Who can join this team?' with two radio button options: 'Anyone' (which is selected and highlighted with a yellow border) and 'Invite Only'. A blue 'Create' button is positioned below these options. At the very bottom of the page, there is a footer with links for 'ABOUT', 'HELP', and 'API', and a note 'POWERED BY DOZUKI - 2019 DOC-REFERENCE'.

- 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.

Step 3 — Add Detailed Information

The left screenshot shows the 'Edit Line Leaders' form. It has a header bar with 'HANSAW' and a search bar. Below the header, there's a 'Teams' link and a 'View' button. The form has a title 'Edit Line Leaders'. It contains an 'Avatar' section with a camera icon, a 'Team Name' field, a 'Line Leaders' field, a 'Summary' section with a text area, and an 'About' section with a rich text editor. The right screenshot shows the 'About' section of the form. It has a title 'About' and a rich text editor. Below the editor, there are 'Delete Team' and 'Save' buttons.

- 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.