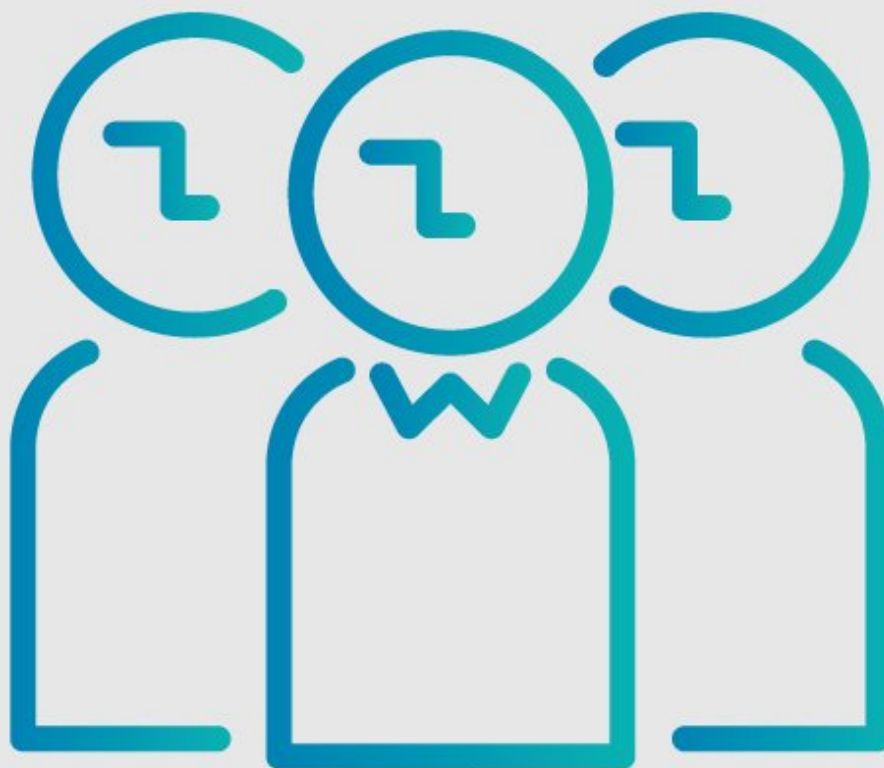




How to Create a Team

Create a team

Written By: Dozuki System



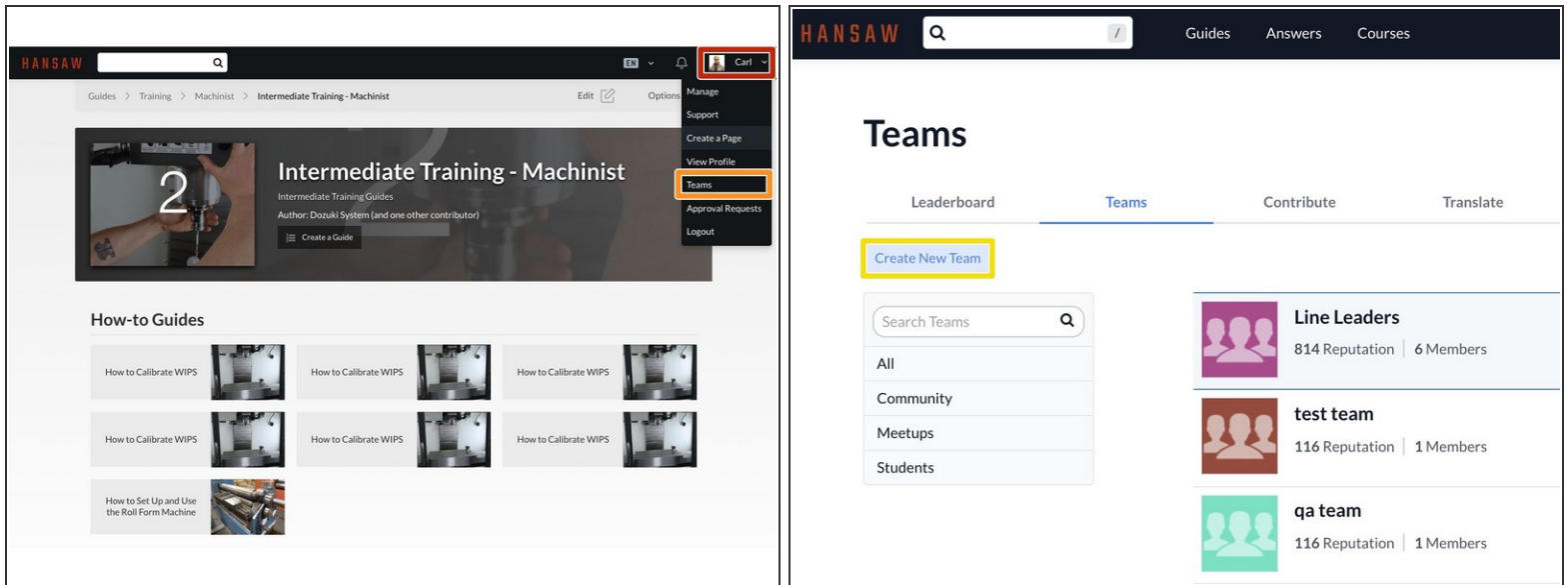
INTRODUCTION

This guide demonstrates how to create a team in Dozuki.

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

Once your teams are created, you can specify the guides that each team can view and sign-off 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, a search bar, and user profile information for 'Carl'. The main content area is titled 'Create New Team'. It contains three sections: 1. 'Team Name' with a text input field containing the placeholder 'What is your team's name?', which is highlighted with a red rectangular box. 2. 'Summary (optional)' with a larger text area containing the placeholder 'Describe your team in a sentence or two.', highlighted with an orange rectangular box. 3. 'Who can join this team?' with two radio button options: 'Anyone' (which is selected) and 'Invite Only'. This section is highlighted with a yellow rectangular box. Below these options is a green 'Create' button. At the bottom of the page, there are links for 'ABOUT', 'HELP', and 'API', and a footer 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 on the **Create** button 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' field with a camera icon, a 'Team Name' field, a 'Line Leaders' field, a 'Summary' field with a placeholder 'Describe your team in a sentence or two.', and an 'About' field with a rich text editor toolbar. The right screenshot shows the 'About' section. It has a title 'About' and a rich text editor toolbar. Below the toolbar is a large text area with a placeholder 'Share your location...'. At the bottom, there are two buttons: 'Delete Team' and 'Save'.

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