DOZUKI

How to Make Guides Private to a User or a Team

This guide demonstrates how to make guides private to a user or a team.

Written By: Dozuki System

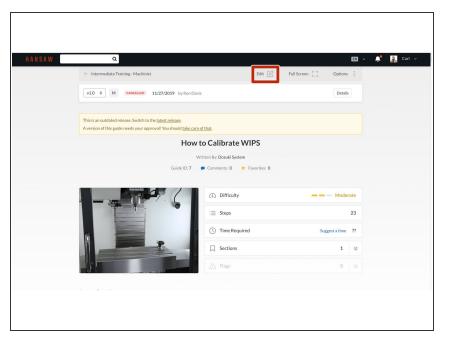
INTRODUCTION

This guide demonstrates how to make guides private to a user or a team.

Reminder

Any changes made to a guide, with the exception of tags and the default language, create a new draft of the guide.

Step 1 — How to Make Guides Private to a User or a Team



- Navigate to the guide you that you are making private.
- Click on the Edit button in the upper-right of the page, just beneath the site header.

Step 2

Search Summary		Lock Out / Tag Out (LOTO)
Summarize in a sentence or two what this guide will accomplish.	14	Steps St
H B I I II	Communicate background information before the reader dives into the guide.	Data Capture on or Tags Add Tag Add Language
Bulk-create steps	Save	This guide is written in English Change to: Select a language \$
Editing Introduction	Guide Steps »	

To make the guide private, click
 Private on the Privacy toggle.

Step 3

Author Exit Introduction Image: Control State Image: Control State Image: Control State Image: Control	+		i i i i i i i i i i i i i i i i i i i	9
Introduction H B / E = 0 Add Teams Add Teams Add Teams Add Users Figs Cick to file available frag Data Capture Cick to file available frag Data Capture Tags Editing introduction Goided Stepse Editing introduction Goided Stepse Tags Add Tag Add Ciange te:			👗 Carl Roberts (@carl)	Edit
Authorized Machine Operators	H B I 📰 🗎 % 🍽	ø	Add Teams	
Chick to ist available frage. Data Capture On Cor Editing Introduction Editing Introduction Coide Steps x Add Tag Add Language This guide is written in English Change to:	Authorized Machine Operators == Requirements ==		Guide is visible to you.	
Cick to lat available flags Buik strate stags Data Capture on on on Tags Add Tag. Add Language This guide is written in English Change to:	Flags		Invite a member by name	
Buk crasts steps On Or				_
Editing Introduction Calide Steps + Add Language This guide is written in English Charge to:	Bulk-create steps			
Editing Introduction Golde Steps > Language This guide is written in English Change to:	Delete Guide	Sav	iago	
This guide is written in English Change to:	Editing Introd	action Guide Steps	s a	700
Change to:			Language	
			This guide is written in English	
Select a language 🛊			Change to:	
			Select a language 🗢	

There are two options for sharing a private guide.

?

- Add <u>Teams</u>: This field allows you to type in the name of a team to permit members of that team to view the guide.
- Add Users: This field allows you to type in the name of an individual to permit them to view the guide.
- When you finish adding teams and users, click on the Save button.