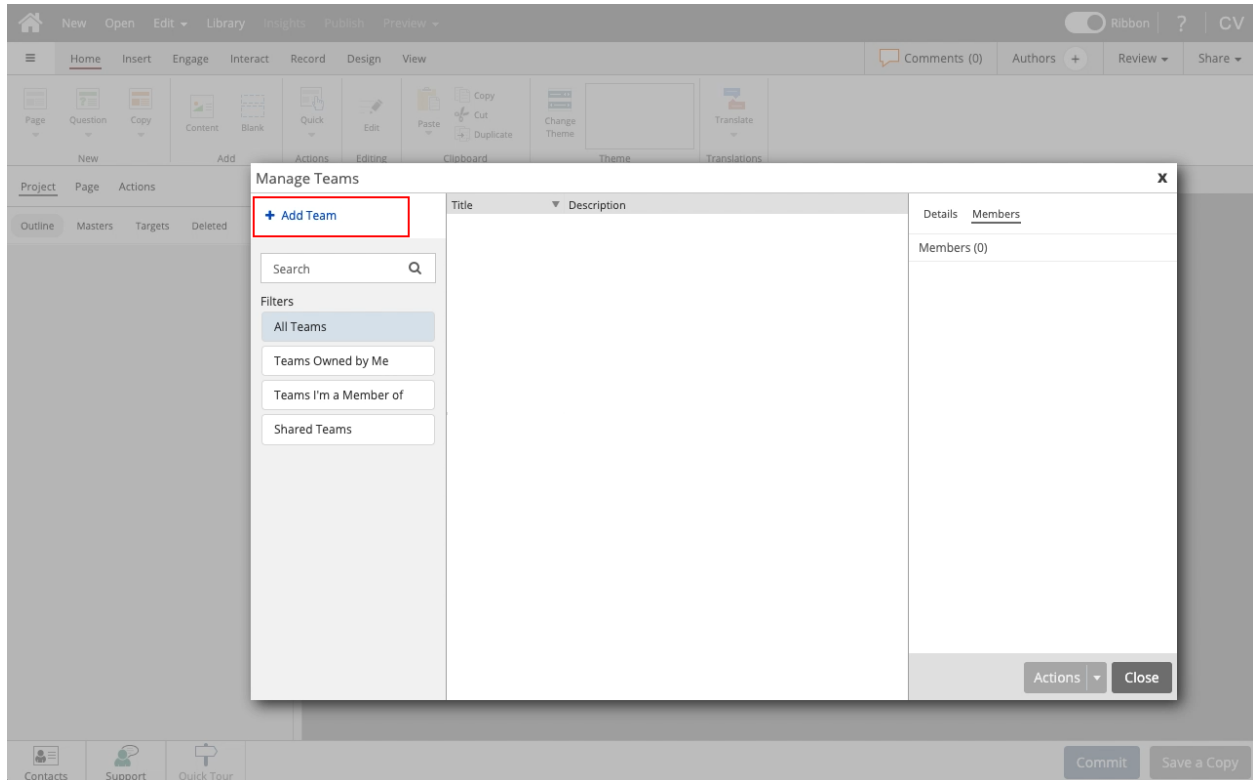

Adding a New Team and Assigning Members

Created On: September 4, 2024

Job Aid Adding a New Team and Assigning Members

1. Select + Add Team



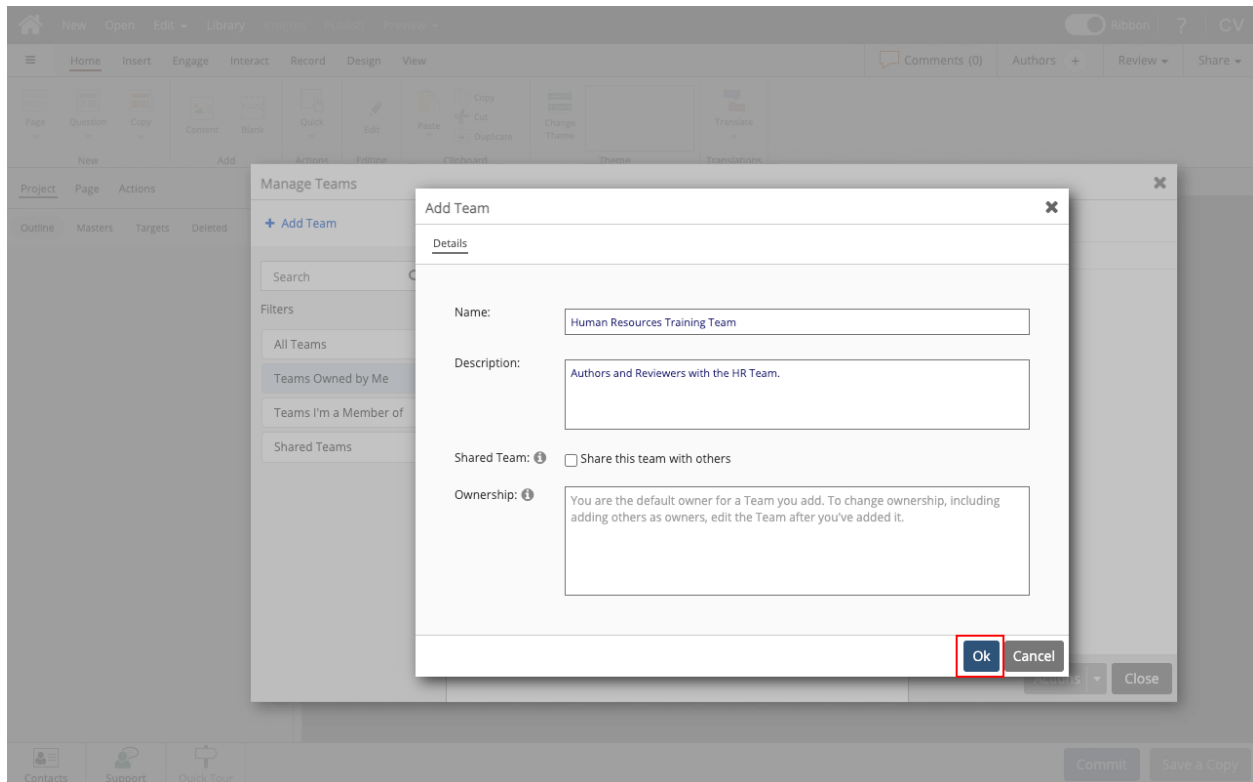
Job Aid Adding a New Team and Assigning Members

2.

The Create a Team panel opens.

Add a Name and Description for the new Team.

Select **Ok**.



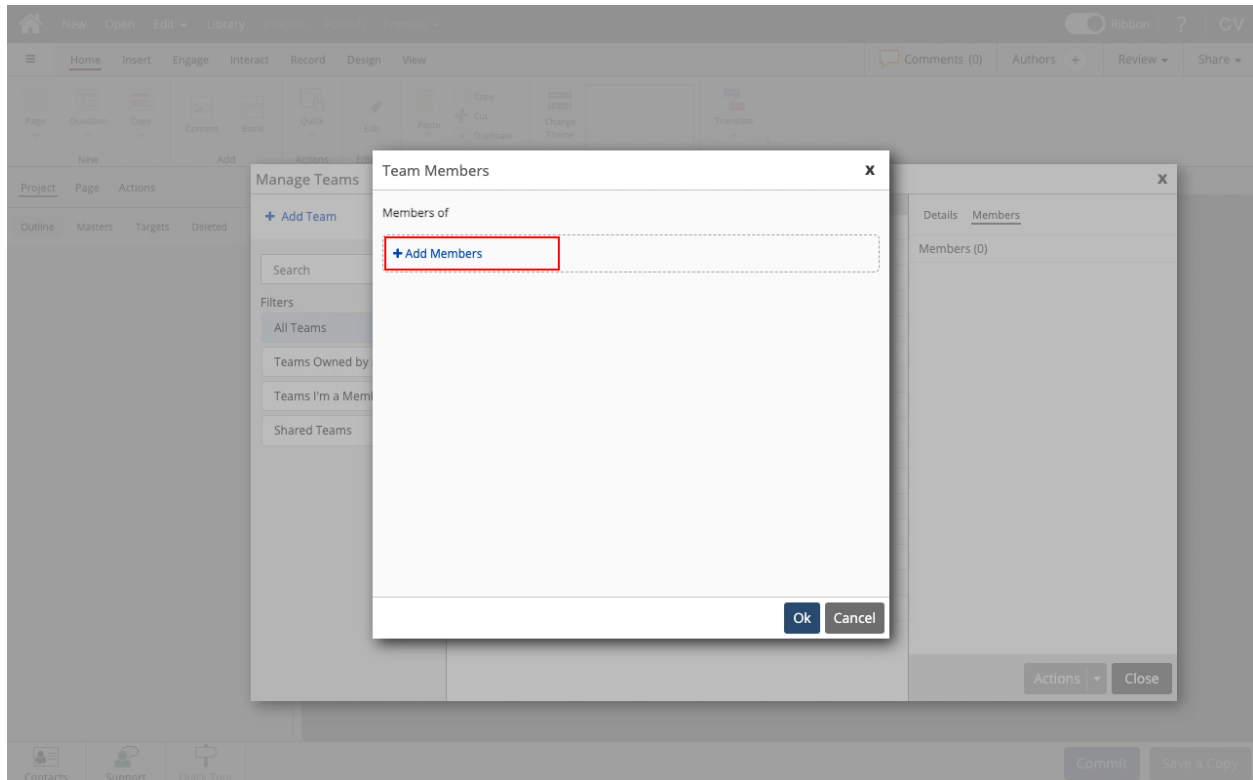
If a Team is set as Shared, then it is available as filter for all users on the Browse Projects panel and other locations in dominKNow | ONE. If it is not shared, then only its team members will see it as an option in the filters.

The creator of a Team is its default. You can add other users as Owners by editing the Team's properties once it has been created. Owners can make changes to the Team such as adding or removing members.

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3. You can now add Members to the Team.

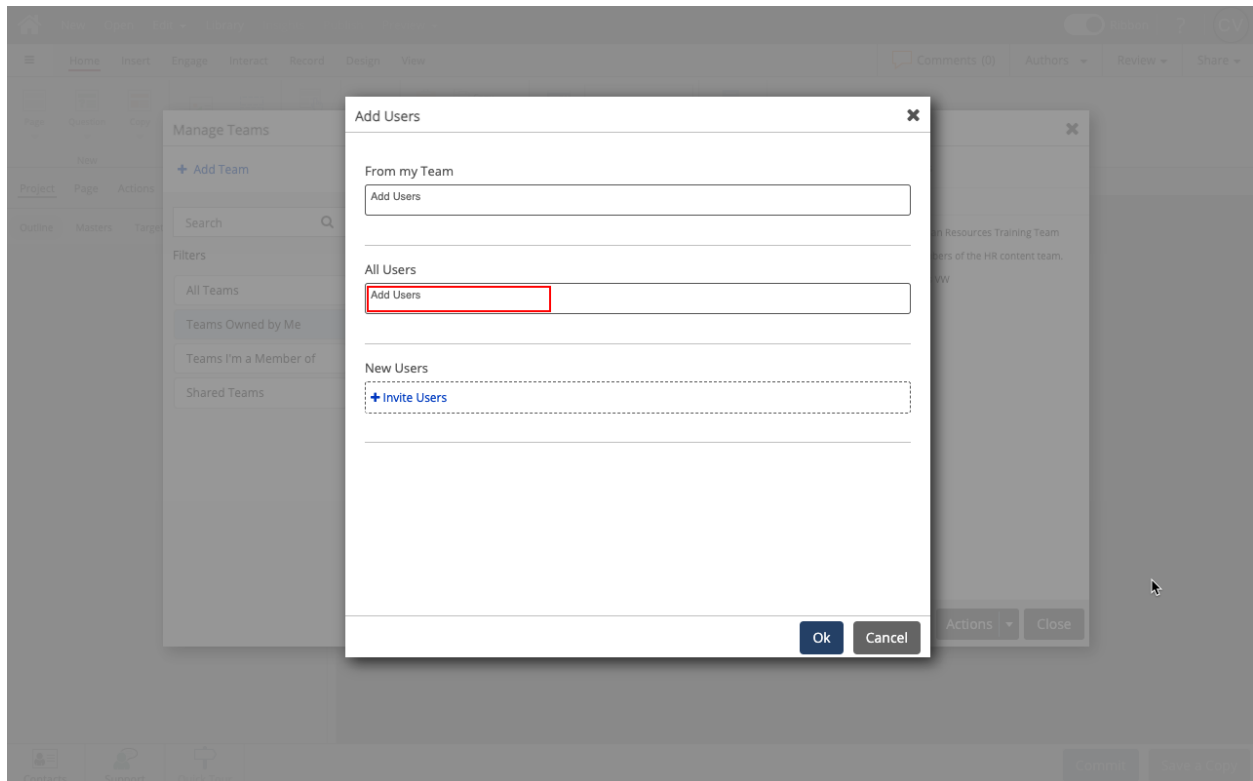
Select **+ Add Members**.



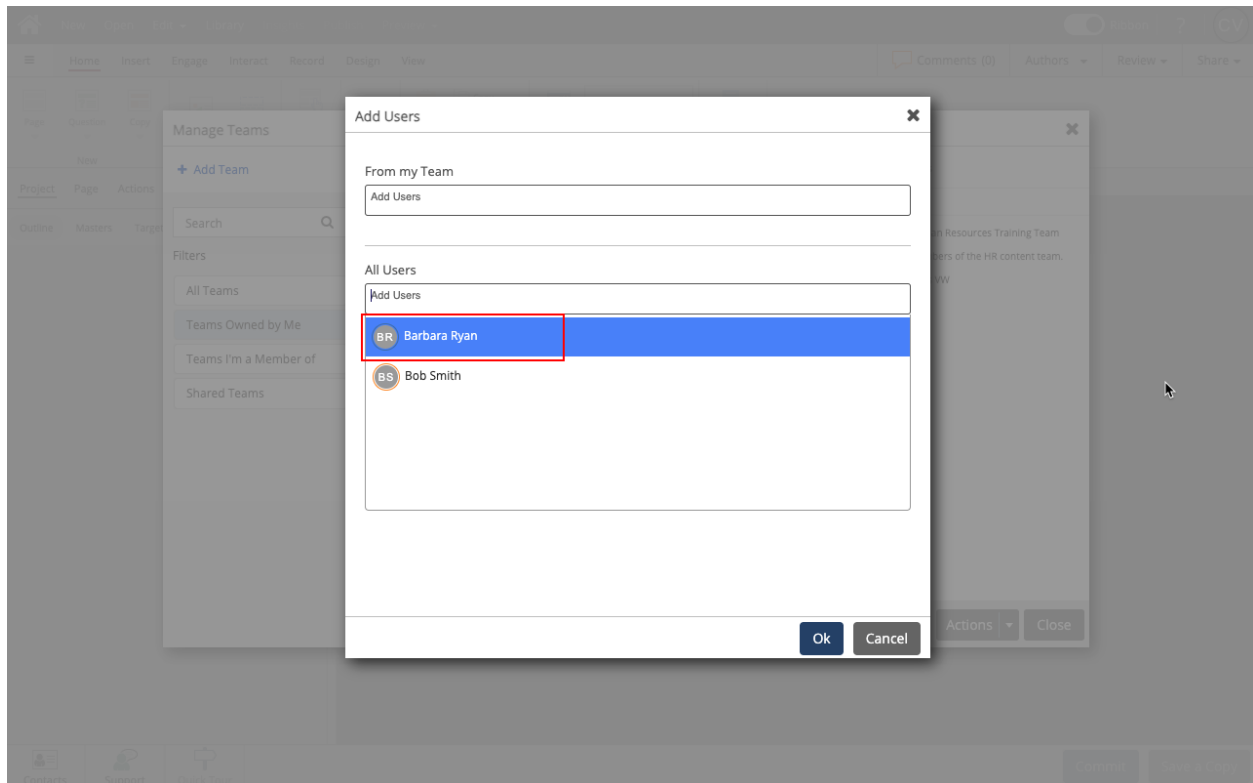
Job Aid Adding a New Team and Assigning Members

4. Filters help you find people easier. You can select into a field and either scroll or start typing to automatically start filtering the list.

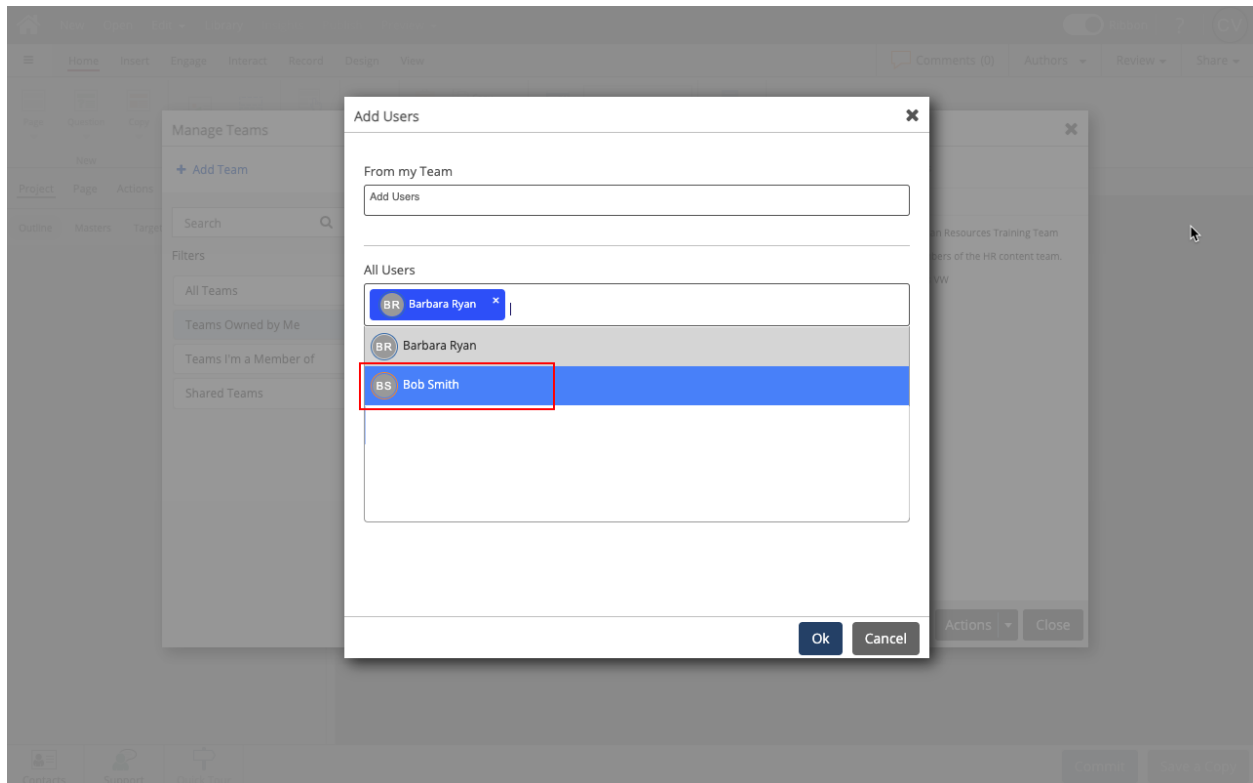
Select the **All Users** field.



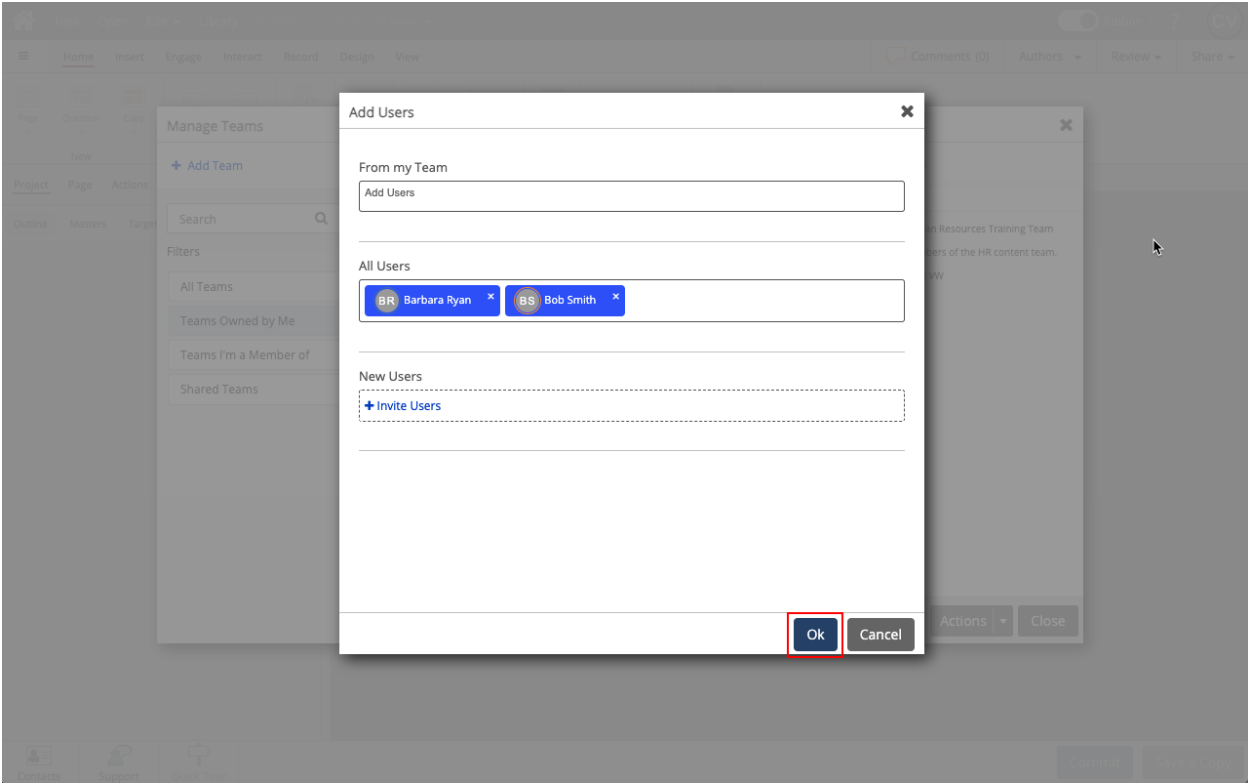
5. Select **Barbara Ryan**



6. Select **Bob Smith**.



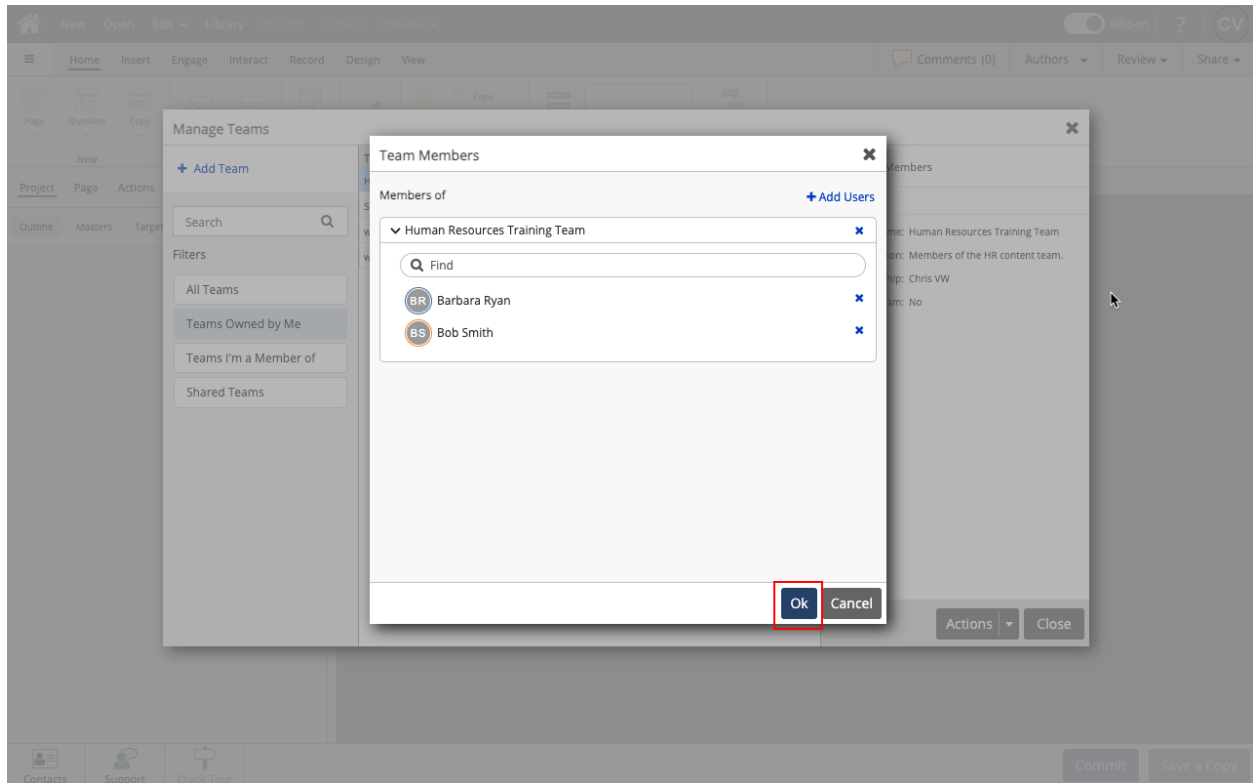
7. Select **Ok**.



Job Aid Adding a New Team and Assigning Members

8.
The selected team members are now displayed.

Select **Ok**.



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9. On the right side of the Manage Teams panel you can select the Members tab to view the team members.

