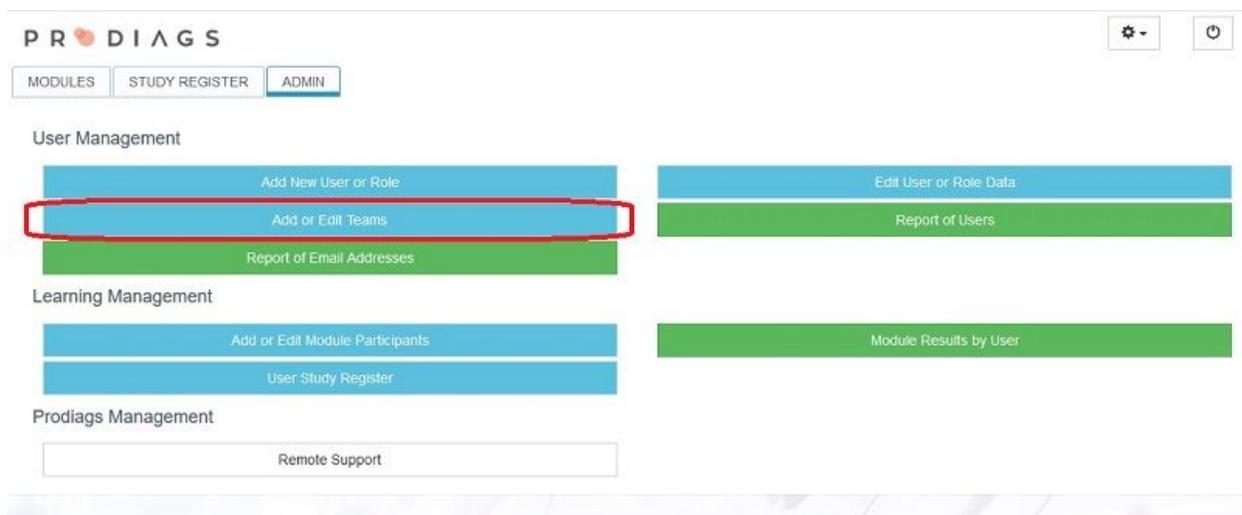# Add or Edit Teams

Team Management

A Team can be for example a class, business section, department or profession.
One user can have multiple roles in one or different teams. The Team functions purpose is to ease management for bigger organisations. Adding new users and analyzing results are much easier by using the team function than picking individual users or roles.

Choose: ADMIN –> Add or Edit Teams

PR●DIAGS

www.prodiags.com

PR●DIAGS

🏠 > **ADMIN** > Add or Edit Teams

	Team name			Status		
					▾	🔍 Search

B)

☷ Team name	Valid from	Valid to ▼	Modified date	Modified by	
☐ Alavus			06.10.2017 15:00:08		🖉
☑ Jyvaskyla			06.10.2017 15:00:39		🖉
☐ Kauhajoki			06.10.2017 15:00:20		🖉
☐ Kokkola			06.10.2017 14:57:30		🖉
☐ Närpiö			06.10.2017 14:57:40		🖉
☐ Pori			06.10.2017 14:59:39		🖉
☑ Rauma			06.10.2017 14:59:46		🖉
☑ Seinäjoki			06.10.2017 14:28:57		🖉
☑ Tampere			09.11.2017 15:14:48		🖉
☐ Vaasa			06.10.2017 14:57:23		🖉

1 - 10 // 10

A)
Add New

The function main view is a list of all available teams.
Button **A)** allows you to create a new team. And with button **B)** you can edit the selected team.

Team Basic Settings

Adding a new team starts with entering the following information:

Add a team name.
The name will be visible in for example the admin tool menus and other places
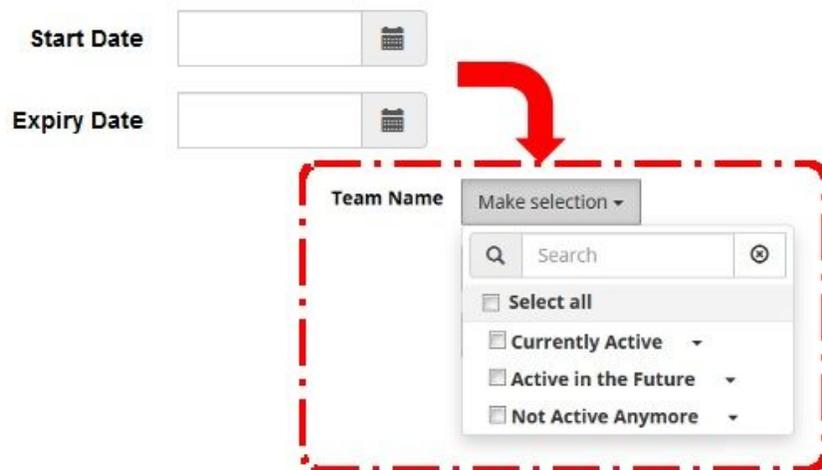
The team date settings allows you to determinate the timetable of when the team is active.
These dates will also affect how the team is presented in the admin tool selection menus.
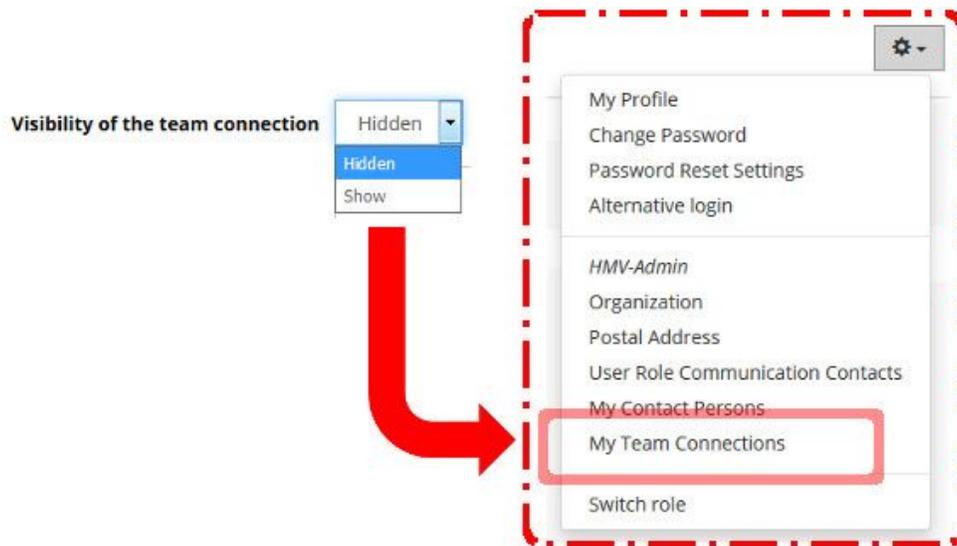
You can select if the team visible or hidden for students. The student can only see visible teams where he/she is a member and only during the time when the team is active.

A team description can be for example the teams purpose or who is in it.

You can choose if you want to add yourself as a participant in the team (**1**). After creating a new team you'll have to add participants in it, you can continue directly in to the adding participants function (**2**) but it is also possible to add participants later for example when adding a new user or role.

Team Members

Select at least one Team to edit its members.
The tool allows you to edit members in one or multiple teams.

Tip:

Despite the fact that team is not currently active anymore the team can still be selected. You can use it as source info or compare its members between teams but you can't edit the member information anymore.

Editing Team Members

In this view you can add or remove members in your teams. The checkboxes you've edited will remain red until saving. The changes will be confirmed and visual after saving.