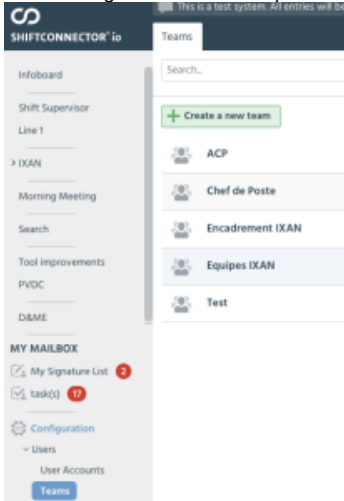


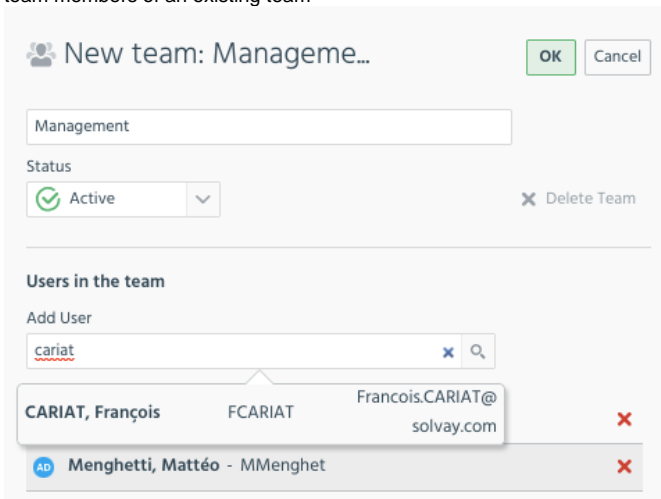
# Create a team

A team is used in some fields (Responsible for instance) or for signatures. It will allow you to filter the list of users shown in those cases.

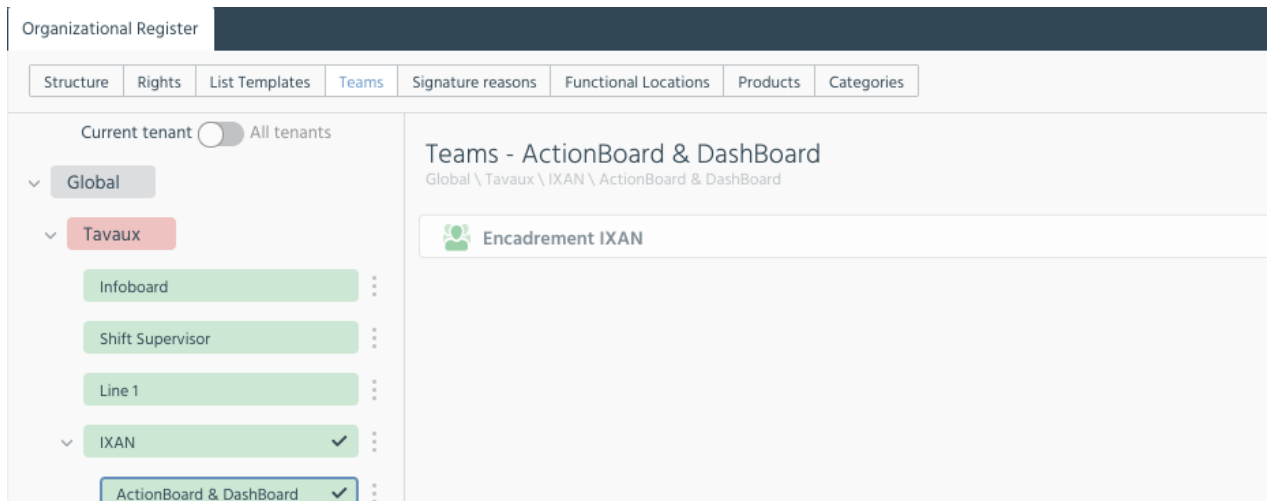
- Go in *Configuration* on the left panel side, then click on *Create a new team*



- Here you can name the team and add members to the team. Select the search field and all users of the tenant selected in the toolbar will appear. To refine the search, enter the name of the user you are looking for. All users with that string of letters in their first or last name are shown. Select the searched for user from the list to add him or her to the team. Then, each group will have its own rights settings. You can also remove and add team members of an existing team



- The new team is now visible in the rights assignment in the Organizational Register, in the *Teams* tab



Encadrement IXAN

All teams

- ACP
- Chef de Poste
- Encadrement IXAN
- Equipes IXAN
- Management
- Test

- Teams are also visible in some specific fields (here *Responsible*)

Persönliche Aufgabe

Personal task must be completed by

All One Not selected

Encadrement IXAN

Ward Blancke Romain CLERC Claude Daubigny  
Laurène Despenes Pierre Gindre Philippe Judic  
Rachel Maury Mattéo Menghetti Frederic Pipparelli  
Romain Pleuvry Florian Tabutin

OK Cancel

Persönliche Aufgabe  
1 persons selected

Progrès et Avancements  
Tâche 4