

Make Teams, Courses, and Appovals

This guide will show how to create teams in Dozuki.

Written By: Jimmy Nolan

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Introduction

This is a guide that aims to show people how to create teams to separate user by lab or machine. Then it shows how to add approvals and sign-offs in guides, then finishes off by how to create courses, add guides, and assign people to them. By the end of this guide people should have a good idea how to integrate training programs such as on-boarding manuals into Dozuki.

Step 1 — Create Teams

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- Click on your name and go to teams page
- Click create new teams
- Enter the team info such as name and a brief description

Step 2 — Edit Teams

← Teams	Edit 🗹	Teams	View Q
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Oscilloscope Makes Teams, Courses, and Apprais This guide will show how to use the Oscilloscope and cover basic measurement This guide will show how to create teams in Dozuki. Page 1		HB/EE	
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- The first picture shows what teams look like from an admin view
- Click edit to start editing
- The screen in the second picture will appear
- You can add pictures and descriptions to your team

Step 3 — Add members to your team

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202	Test "This is a test for a Guide"	Who should receive invites? List up to 100 email addresses. The invites will only be valid for the email address: is listed here. nolanjmy@umd.edu Add a personal message We'll pass it along in the email we send.
▲ 1 Member ☑ Invite Members	872 O REPUTATION SOLUTIONS	
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Unpublished Guides		I show how to use roe and cover function to the state teams in Doculi.

- After the team is set up, add users to if by clicking invite members
- The following screen will pop up where you can invite people
 - (i) You can also ask people to join a team rather than sending an invite, but an invite will automatically add someone

Step 4 — Creating a course

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- Click on courses
- Click new course
- Enter Course Info

Step 5 — Adding Guides to a course

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- Guides can be added at any time to a course
- When creating a course just select add guide
- Type the guide name in

A Guides must be public to add to a course

(i) If they aren't it will not show up when searching for it

Step 6 — Assigning People

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- Indiviual people or whole teams can be added to a course
- In the courses home page select assign a course
- Select individual or team
- Then select course

Step 7 — Add sign off to guides

Steps 🖙 Rearrange	Drag components from the list on the left to your form on the right. Click fields on the right to ex them. Drag & Drop Components Step 7's Form	Option one •
	Text Input ABC	Upload Video Input
Privacy @ Public Private &	Numeric Input	Upload Step Signoff
Add Teams	Multi-line Text Area	Enable Step Signoff
Add a team by name Guide is visible to you.	Default Text Save Form	Self Signoff Team Signoff
Add Users	Checkbox	Find a team by name
Invite a member by name	Radio Buttons © Option one	Save Signoff
On Off	Option two Dropdown Input	Delete Step

- First turn on data capture
- The following form should show up below the step
- Scroll down and Select Team sign off and select the team you want
 This will restrict a sign off to somone on the team that is selected