Make Teams, Courses, and Appovals
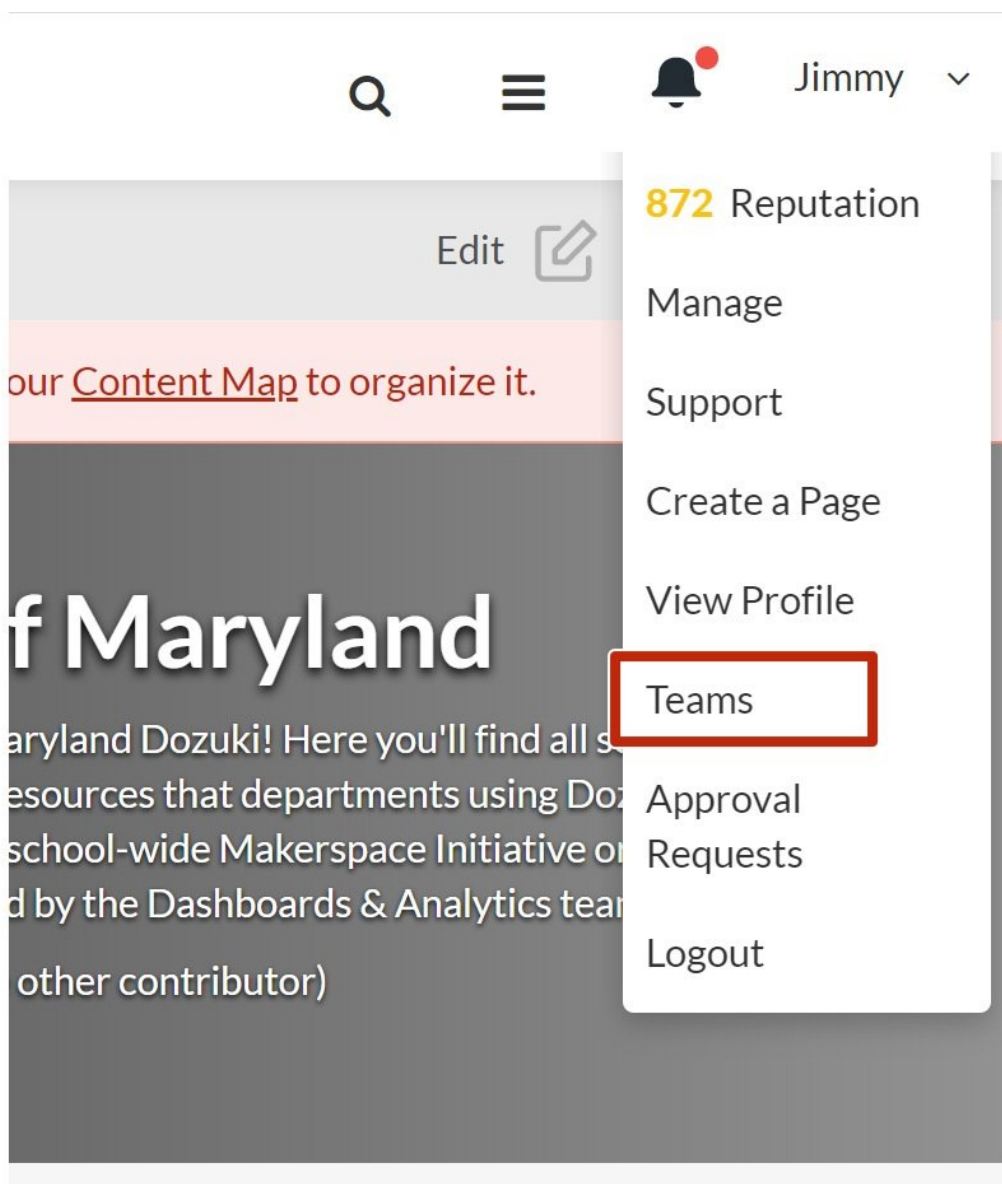
This guide will show how to create teams in Dozuki.
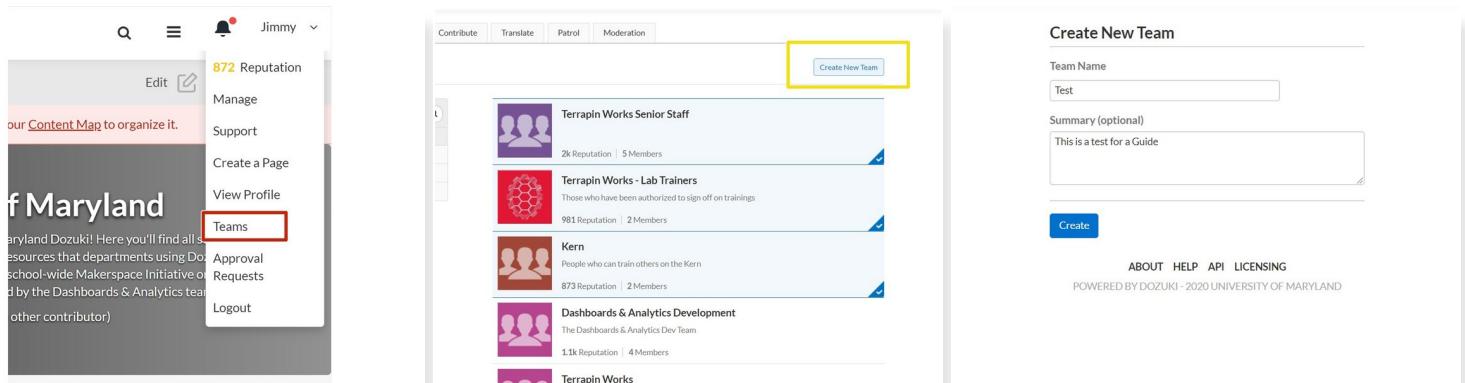
Written By: Jimmy Nolan

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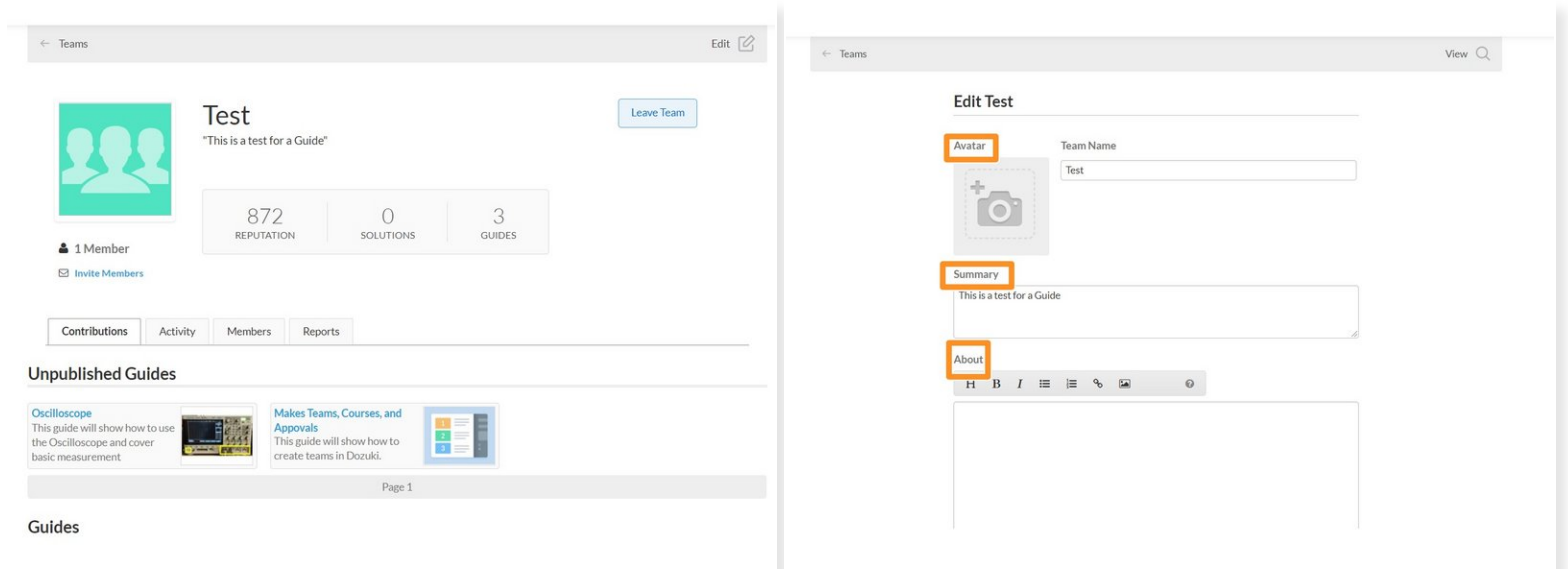© 2022

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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.
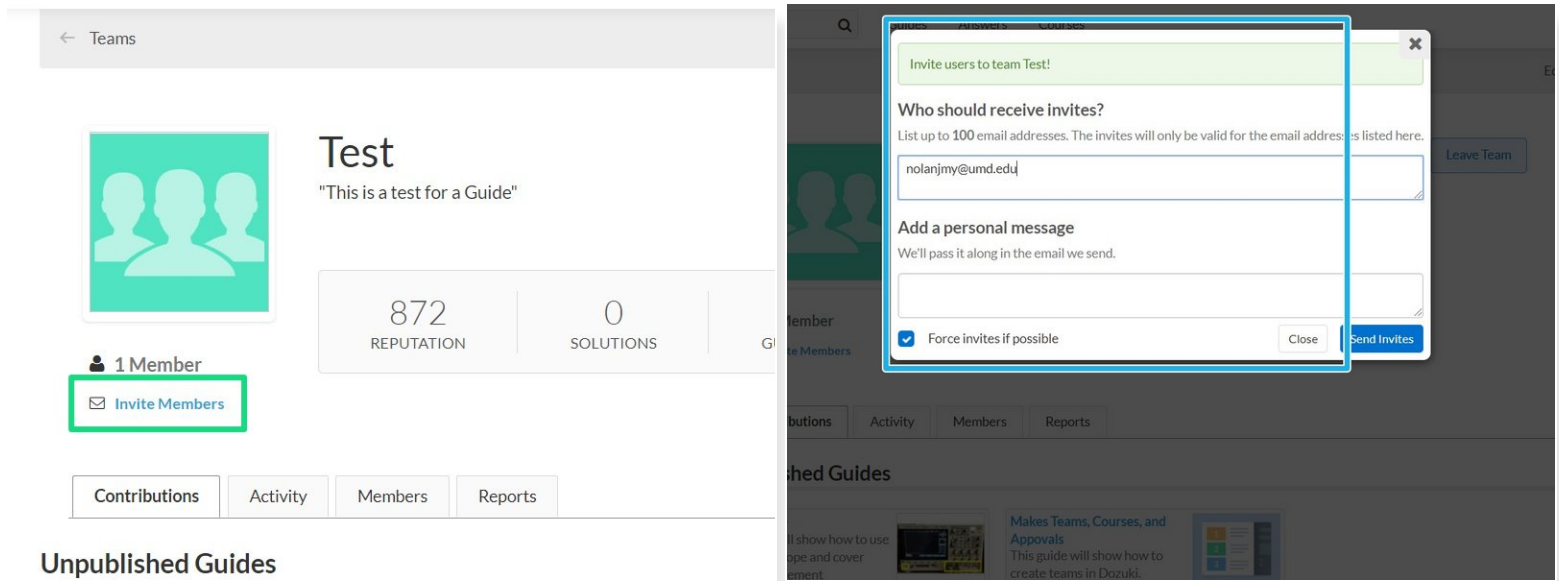
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Step 1 — Create Teams

- Click on your name and go to teams page

- Click create new teams

- Enter the team info such as name and a brief description

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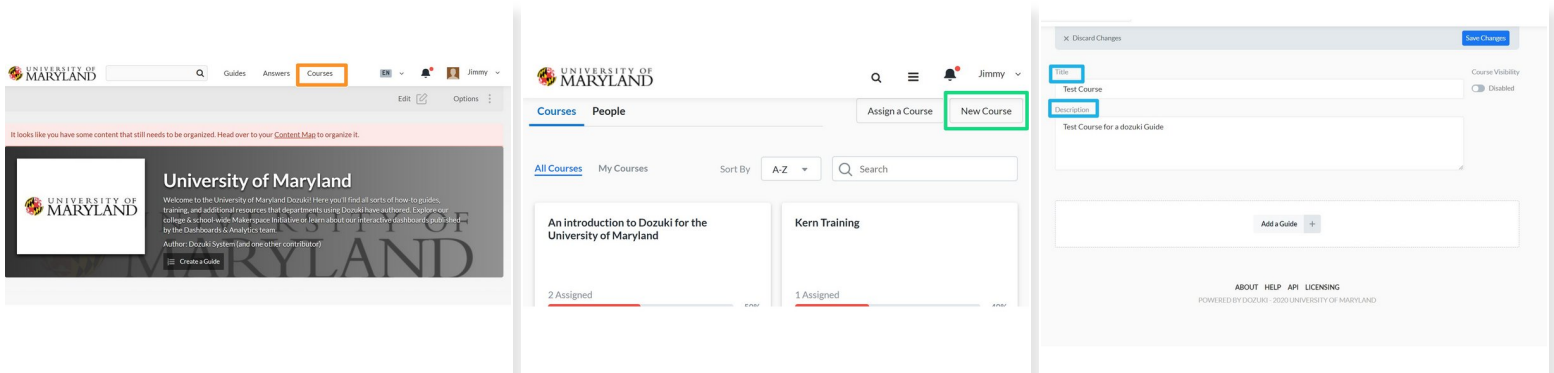Page 3 of 9

Step 2 — Edit Teams

- 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

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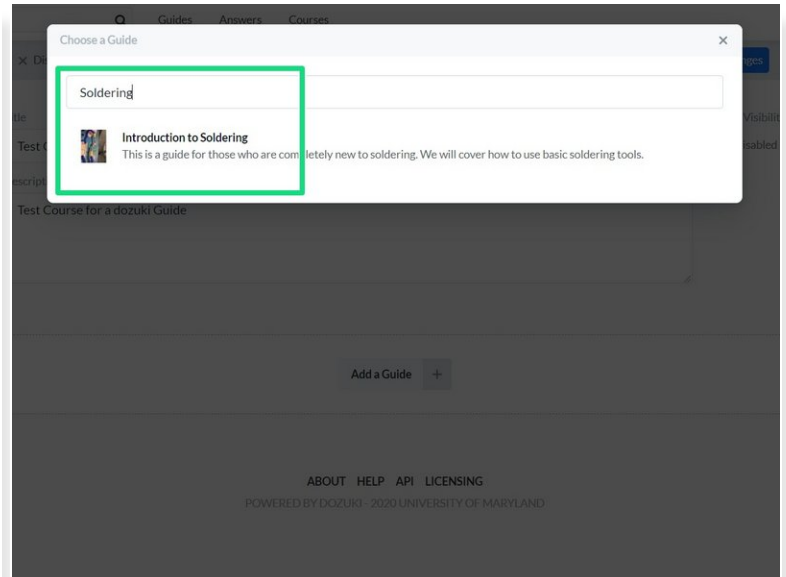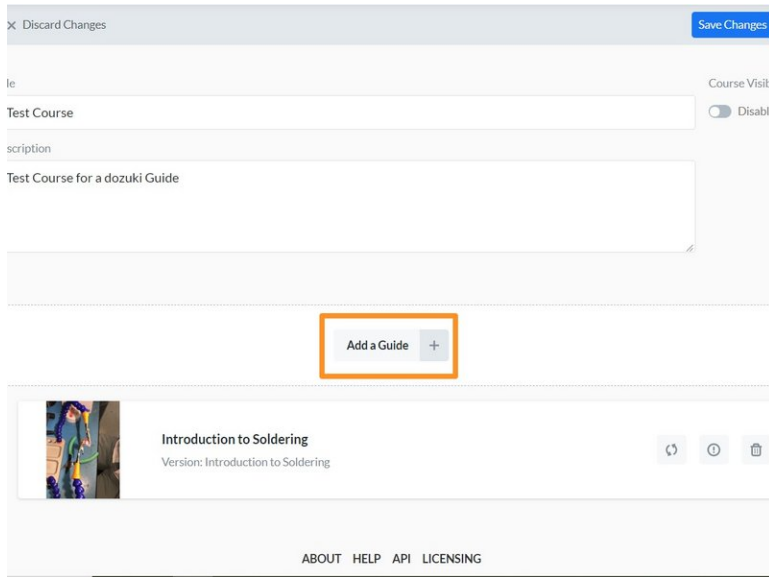
Step 3 — Add members to your team

- 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
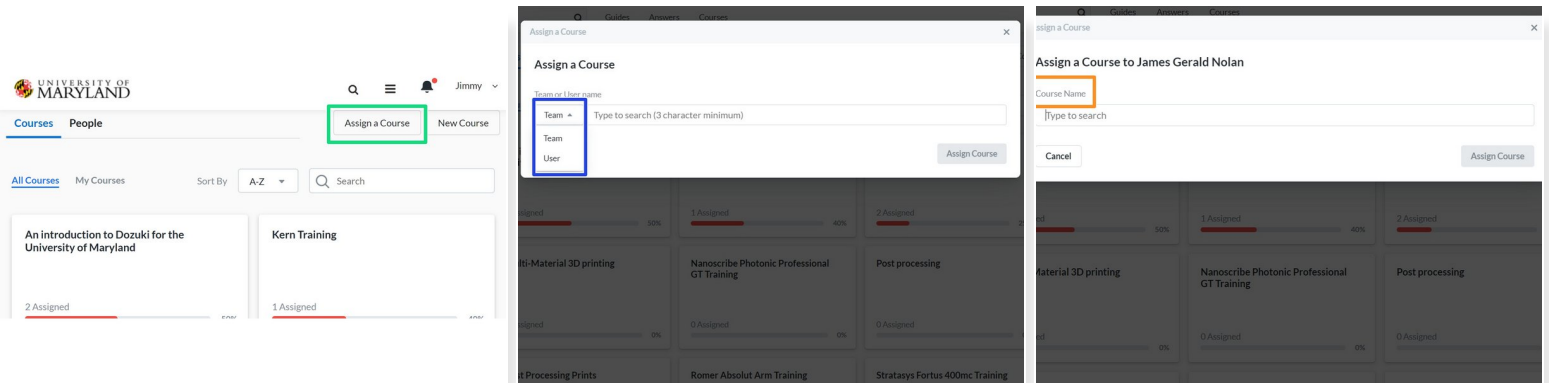
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Step 4 — Creating a course

- Click on courses

- Click new course

- Enter Course Info

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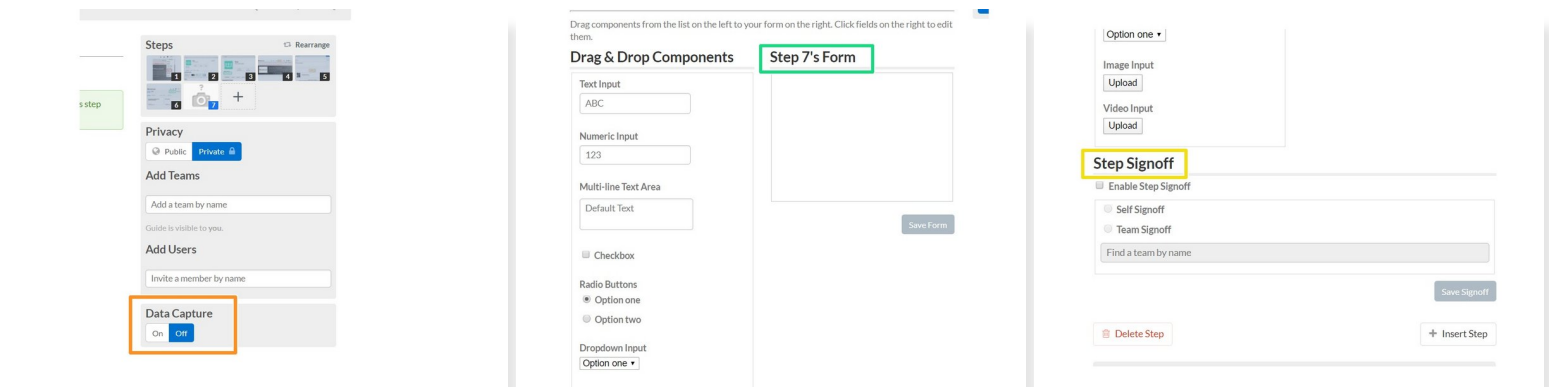
Step 5 — Adding Guides to a course

- Guides can be added at any time to a course

- When creating a course just select add guide

- Type the guide name in

  ⚠ Guides must be public to add to a course

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

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Step 6 — Assigning People

- 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

- 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

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