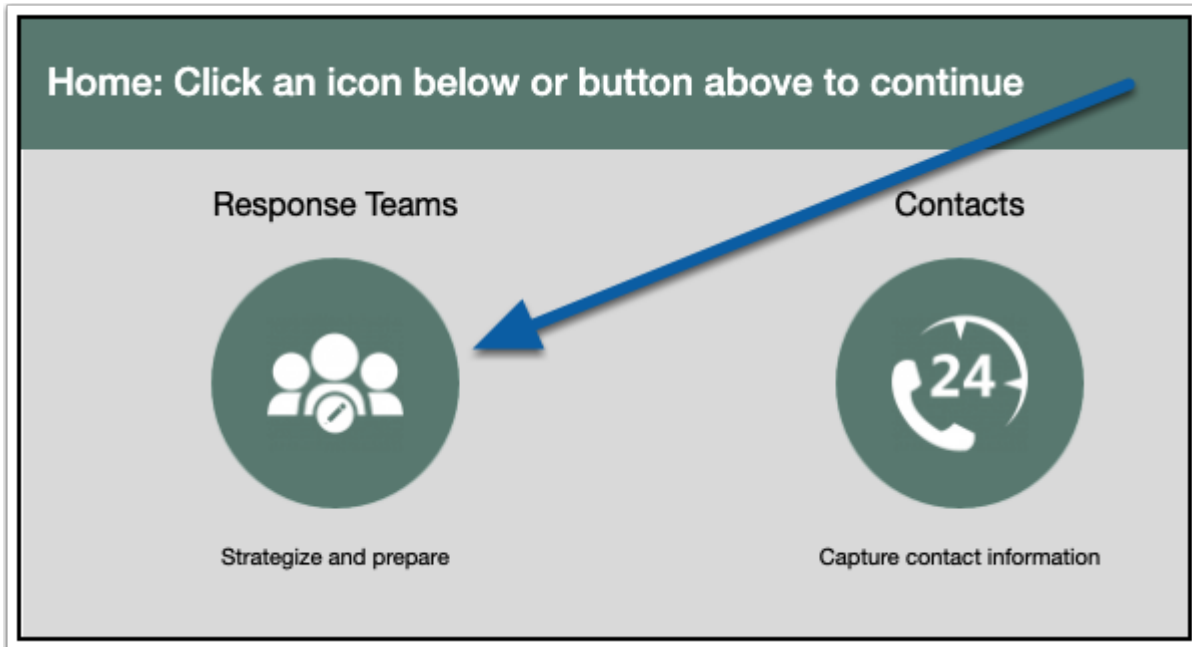


Getting Started with Teams

Click the "Response Teams" icon on the Home screen



Select the Area that will have the Teams assigned to it

Select an Area

Select an Area to create Response teams

Area Name: Central Administration

Area Name: Global Information Security

Area Name: Information Technology

Cancel and Exit

Note: If you need to rename or create a new Area, go back to the Home screen and click the "Administration" icon

Assign and manage teams

1. Drag and drop Teams from the left to the right to assign them to the Area
2. Click "Delete" to un-assign a Team from the Area -- Note: If the Team is a Template Team it will reappear again in the Template Teams box on the left
3. Click "Rename" to give the Team a new name
4. Type in a Team Name and click "Create a New Team" to create a new Team; the new Team will automatically be assigned to the Area
5. Click on the name of any Team to begin work with that Team

After assigning teams, click on an assigned team to begin planning.

The screenshot displays a user interface for managing teams. It is divided into two main columns: 'Template Teams' on the left and 'Assigned Teams' on the right. In the 'Template Teams' column, there are seven team cards: 'Academic Affairs', 'Facilities and Security', 'Households and Families', 'Human Resources', 'Mailroom, Shipping, Storage, and Receiving', 'Research', and 'Travel'. A blue circle with the number '1' is placed over the 'Human Resources' card. A blue arrow points from this card to the 'Assigned Teams' column. In the 'Assigned Teams' column, there are seven team cards, each with a 'Rename' button (green) and a 'Delete' button (red). A blue circle with the number '2' is over the 'Delete' button of the top card, 'Senior Leadership and Strat...'. A blue circle with the number '3' is over the 'Rename' button of the top card. A blue circle with the number '5' is over the name of the top card. Below the 'Assigned Teams' column, there is a 'Team Name' input field with a blue circle with the number '4' over it, and a 'Create a New Team' button. Below the button is the text '(Click on a team above to create instructions)'. In the center, between the two columns, there are two instructions: 'Drag and drop teams from the left-hand to the right-hand box to assign.' with a right-pointing arrow, and 'Drag and drop teams within the right-hand box to reorder them.' with a right-pointing arrow.

After clicking on the name of a Team (step #5 above), assign individuals to lead this Team; enter Lead and Alternate Lead information

Central Administration: Senior Leadership and Strategy

Team Lead Name ⓘ		Team Lead Alternate Name ⓘ	
<input type="text" value="Jaxson Watts"/>		<input type="text" value="Reid Silva"/>	
Phone Number	Phone Number Alternative	Phone Number	Phone Number Alternative
<input type="text" value="(614) 555 1212"/>	<input type="text" value="(630) 555 1212"/>	<input type="text" value="(213) 555 1212"/>	<input type="text" value="(504) 555 1212"/>
Email	Email Alternative	Email	Email Alternative
<input type="text" value="watts.1@email.com"/>	<input type="text" value="jaxson.watts@email.com"/>	<input type="text" value="silva.1@email.com"/>	<input type="text" value="reid.silva@email.com"/>