

Managing Teams

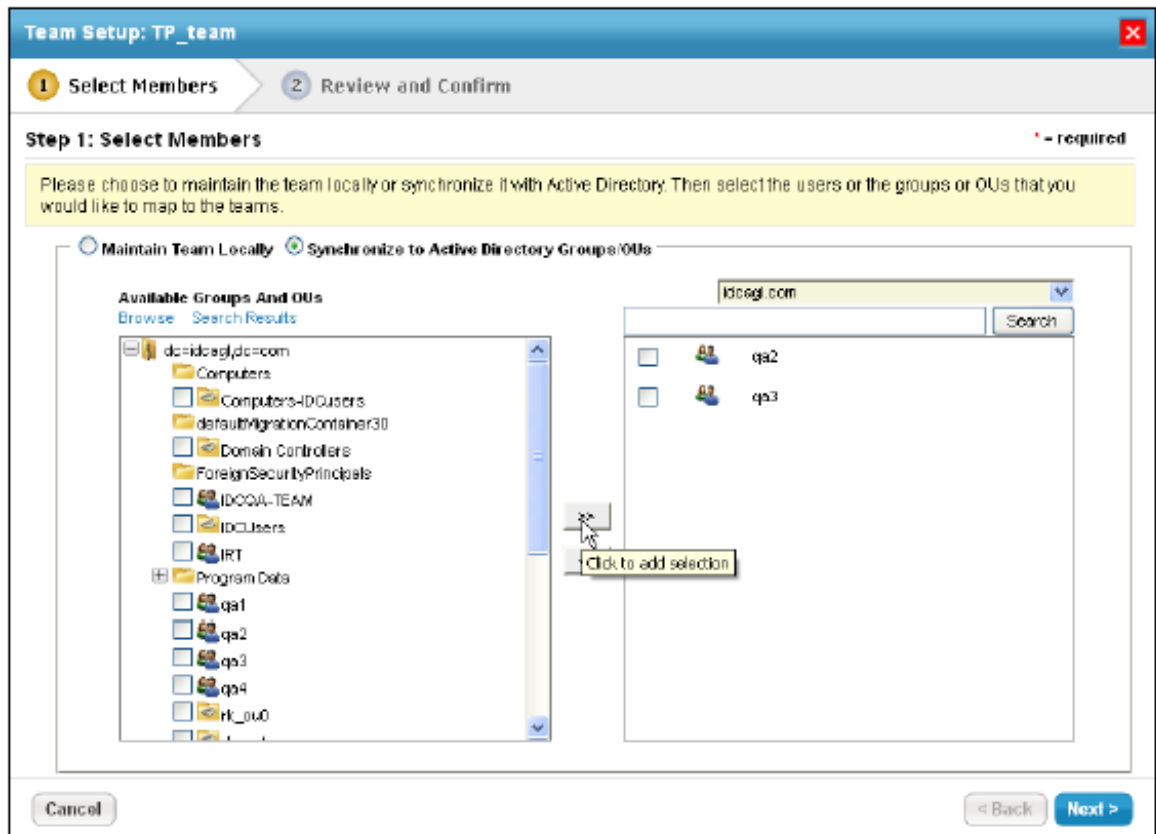
Teams are named groups of system users. Users with sufficient permissions can add and remove members to and from a team. The last member of a team can only be removed if the team is unassigned; that is, if the team is not a stakeholder in a workflow or an owner of an assessment, entity, and so on.

Teams can be synchronized with LDAP groups. For more information, see [Mapping External User Attributes](#) .

Note: To manage teams and their members, you must have Team View and Team Manage permissions.

To add members to a team:

1. Open the **Administration** application.
2. Go to **Users > Teams**.
3. Select a team and click **Details**.
4. Click **Add Team Members** to open the **Team Setup wizard**.



The Team Setup wizard.

5. Select team members using one of the following methods:
 - o Choose **Maintain Team Locally**.
 1. Select a role from the **User Role** dropdown list, or enter the search text in the User Name text box, then click **Search** for users.
 2. Select the users you want to add. To select multiple users, use CTRL or SHIFT on your keyboard.
 3. Click **Next** to continue.

- Choose **Synchronize to Active Directory Groups/OUs** to add external team members if you have configured an LDAP server.
 1. Select a domain from the drop-down list.
 2. Select a group or organization unit (OU). To find and select a particular group or OU, enter the search text and then click **Search**.
 3. Click the right arrow to make the selection.
 4. Click **Next** to continue.
- 6. Click the number of users hyperlink to see the members of a group or organization unit (OU) mapped using an LDAP directory.
- 7. Click **Finish** to exit the wizard.

To remove members:

1. Open the **Administration** application.
2. Go to **Users > Teams**.
3. Select a team and click **Details**.
4. Check the box next to the members you want to remove and click **Remove**.
5. Click **OK**.