## **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.

Team Setup: TP_team		×
<ol> <li>Select Members</li> <li>Review and Confirm</li> </ol>		
Step 1: Select Members		* - required
Please choose to maintain the team locally or synchronize it with Active Directory. Then select the users or the groups or OUs that you would like to map to the teams.		
O Maintain Team Locally 💿 Synchronize to Active Directory Groups/00s		
Available Groups And OUs Browse Search Results	ideagi.com	Search
Image: Security of Secu	Ali qis2     Ali qis3     Ali qis3	
Cancel		< Back Next >

The Team Setup wizard.

- 5. Select team members using one of the following methods:
  - 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.