



## **Team Admin Capabilities**

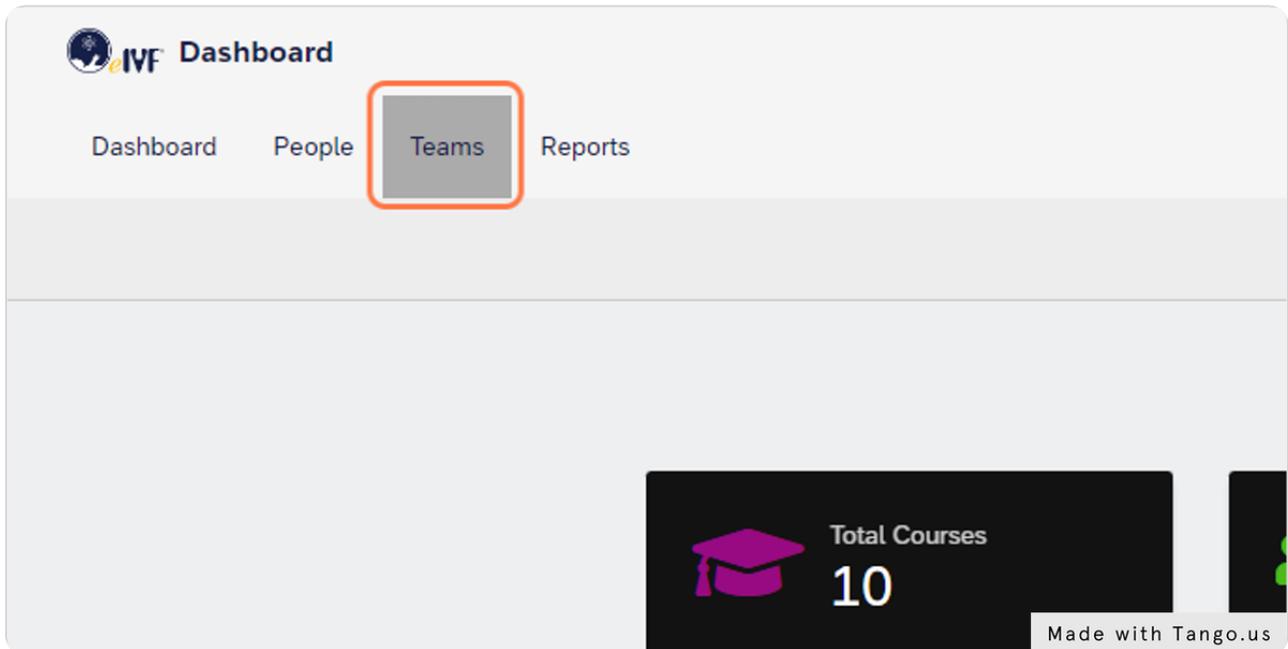
- Adding Sub Teams under Practice Main Team
- Adding New Users
- Assigning Courses, Modules and Learning Paths

STEP 1

Once you login to eIVF University/Litmos, you'll automatically be brought to the Admin Dashboard

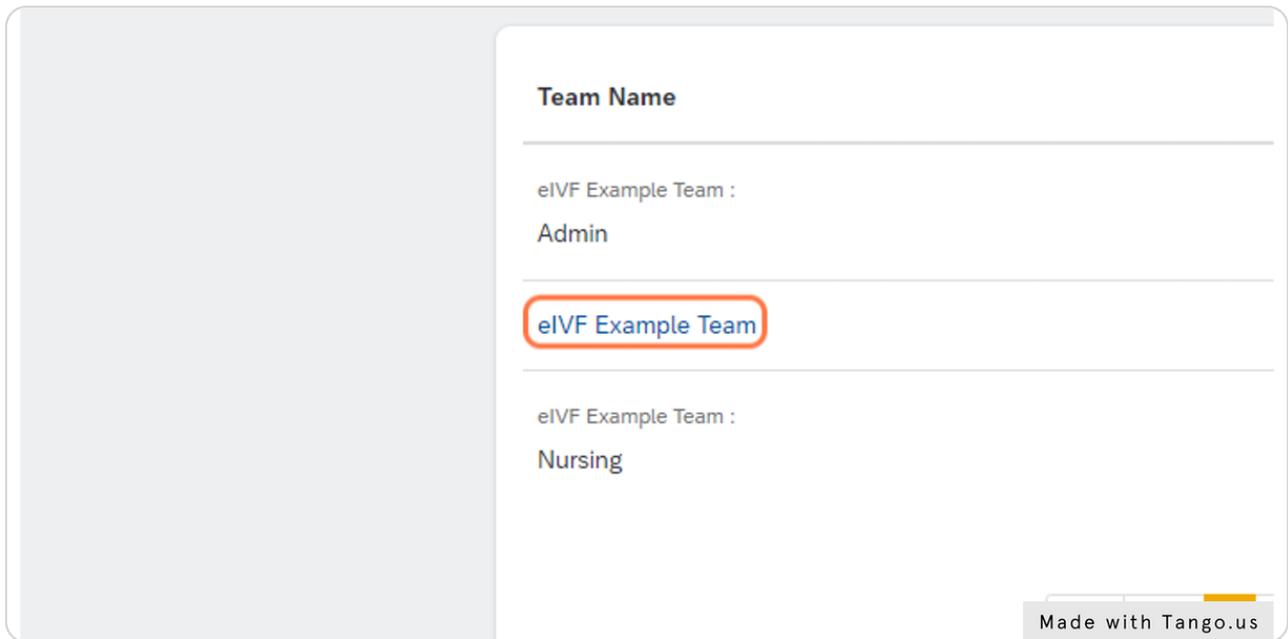
STEP 2

To make updates (add people/courses) to your practice's team, you'll click on Teams



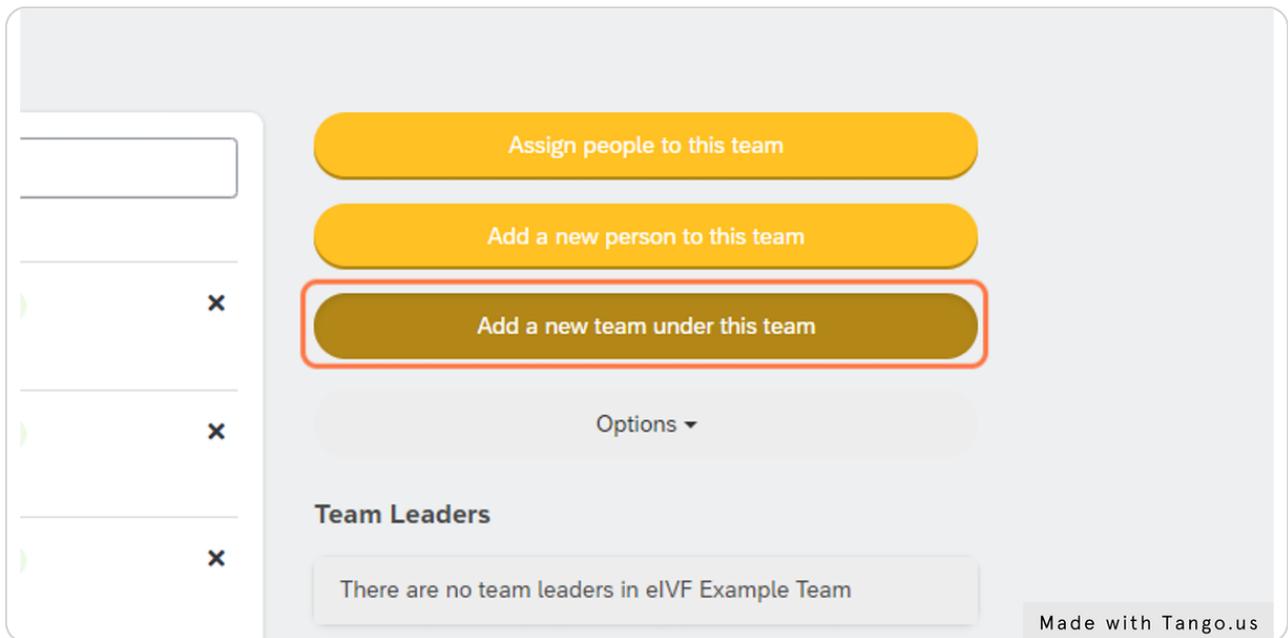
STEP 3

**Click on your practice's team**



STEP 4

**To add a sub-team under the main practice team, you'll click on Add a new team under this team**



## STEP 5

### Type in the new team name

Dashboard People Teams Reports

Add a new team

You are viewing the team  
eIVF Example Team

Add a new team as a sub team of eIVF Example Team

\* is required field

**Team Name\***

Embryology

**Description**

Add Team

Add Team & then add

Cancel

**Sub-Teams**

Admin

Nursing

Made with Tango.us

## STEP 6

### You can also include a description

Add a new team as a sub team of eIVF Example Team

\* is required field

**Team Name\***

Embryology

**Description**

Embryology Staff

Automatically assign all courses and learning paths from the eIVF Example Team team to this new team

Automatically assign all the Team Library courses and learning paths from the eIVF Example Team team to this new team

Add Team

Add Team & then add

Cancel

**Sub-Teams**

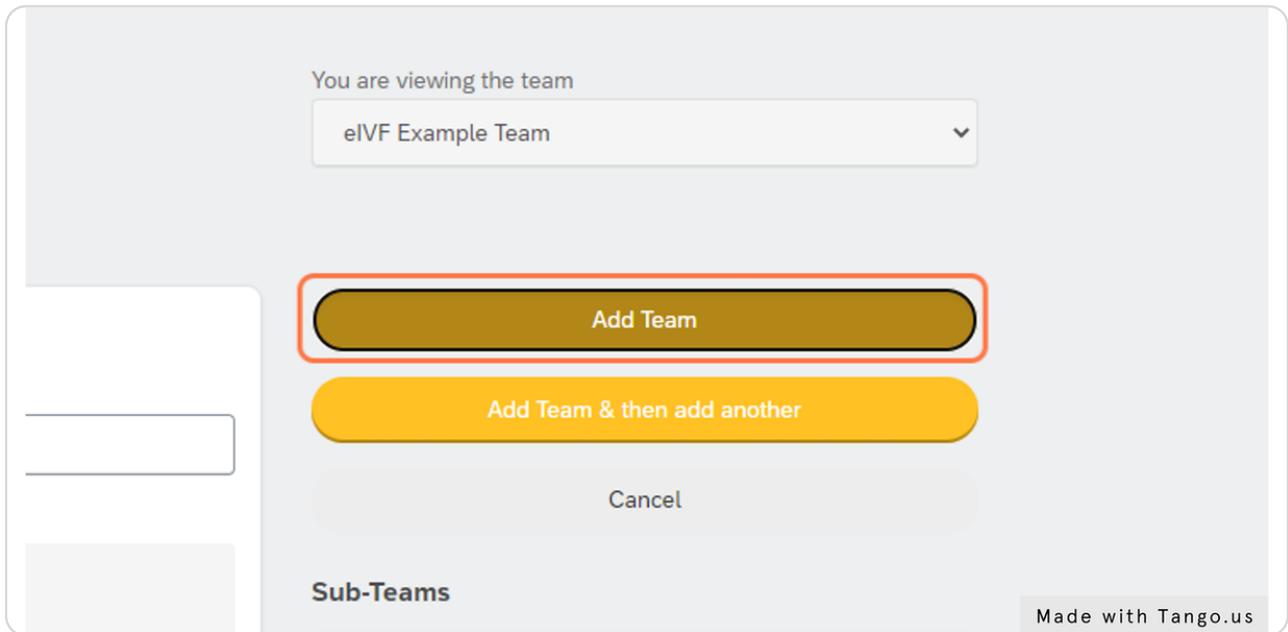
Admin

Nursing

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STEP 7

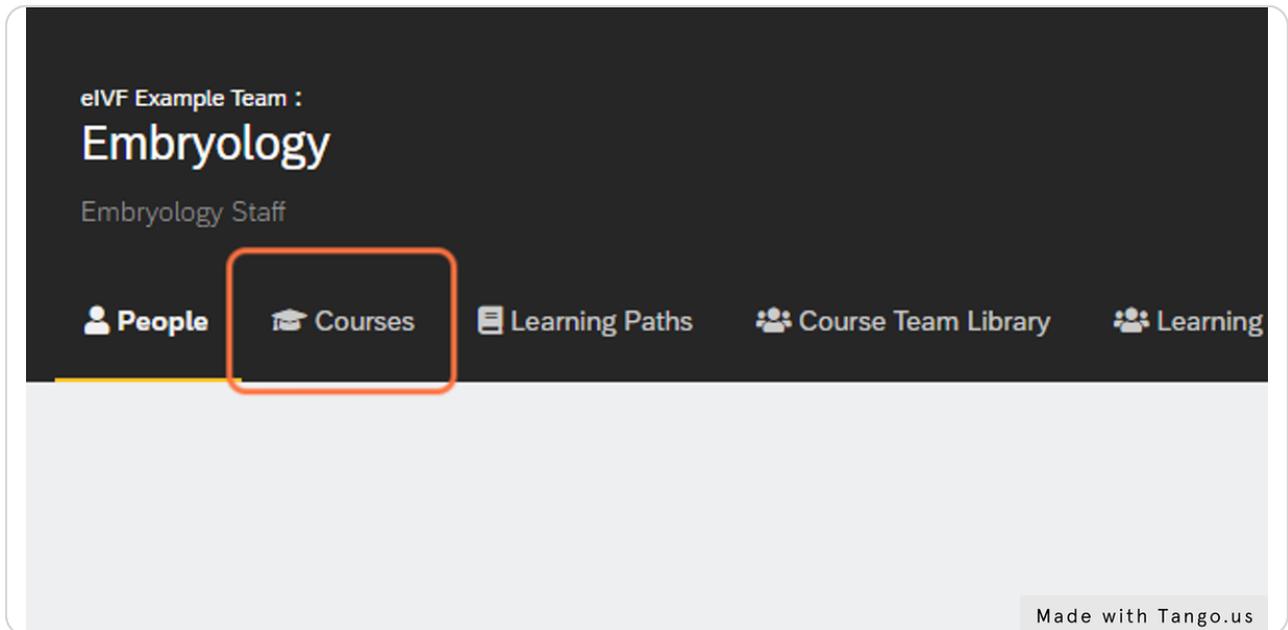
**Click on Add Team**



STEP 8

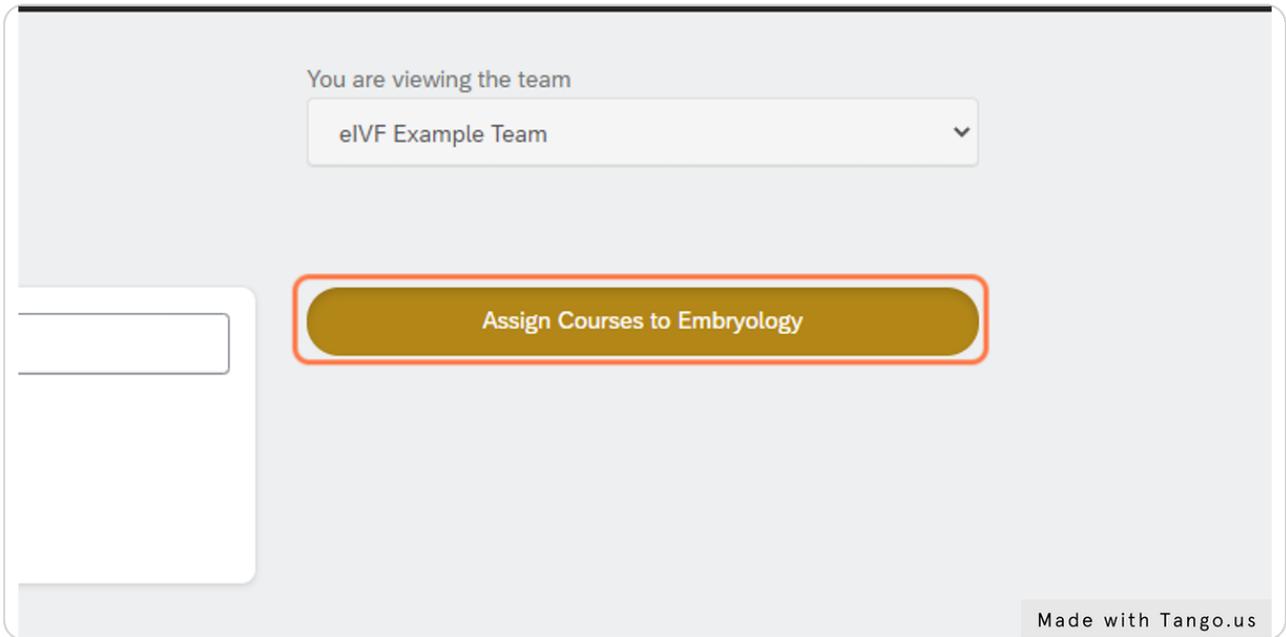
**To add courses to this team, you'll click on Courses**

The process to add Learning Paths to teams is the same



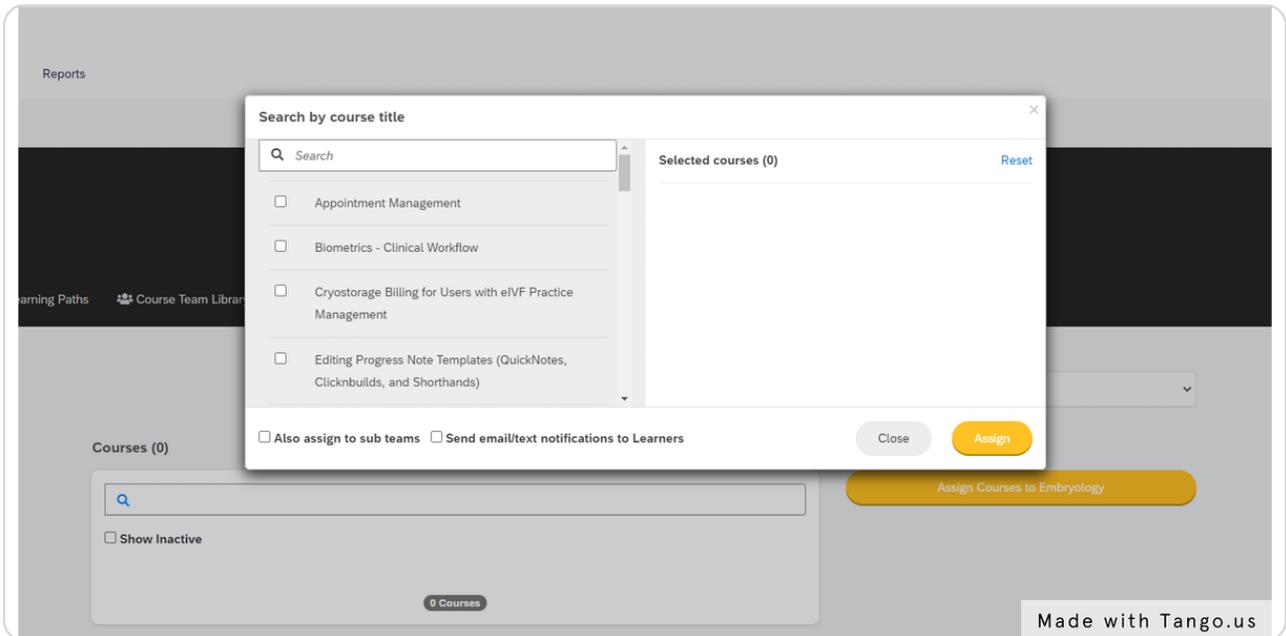
STEP 9

**Click on Assign Courses**



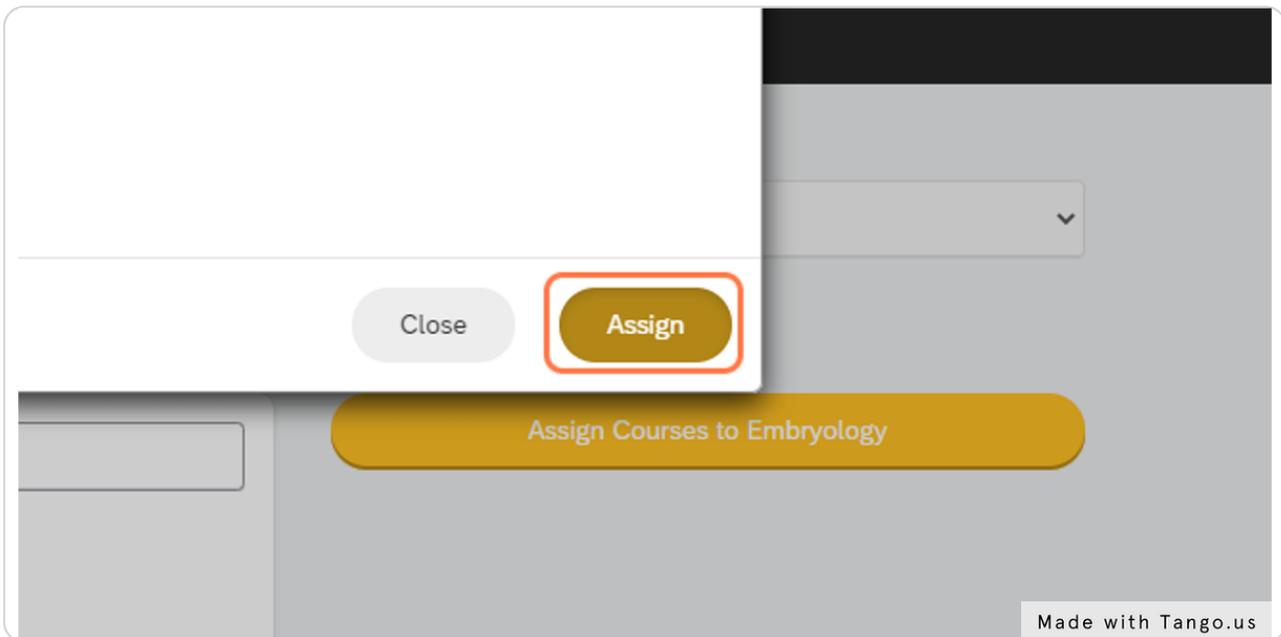
STEP 10

**You can add as many courses or learning paths as you need to your team, simply check which ones you would like to add**



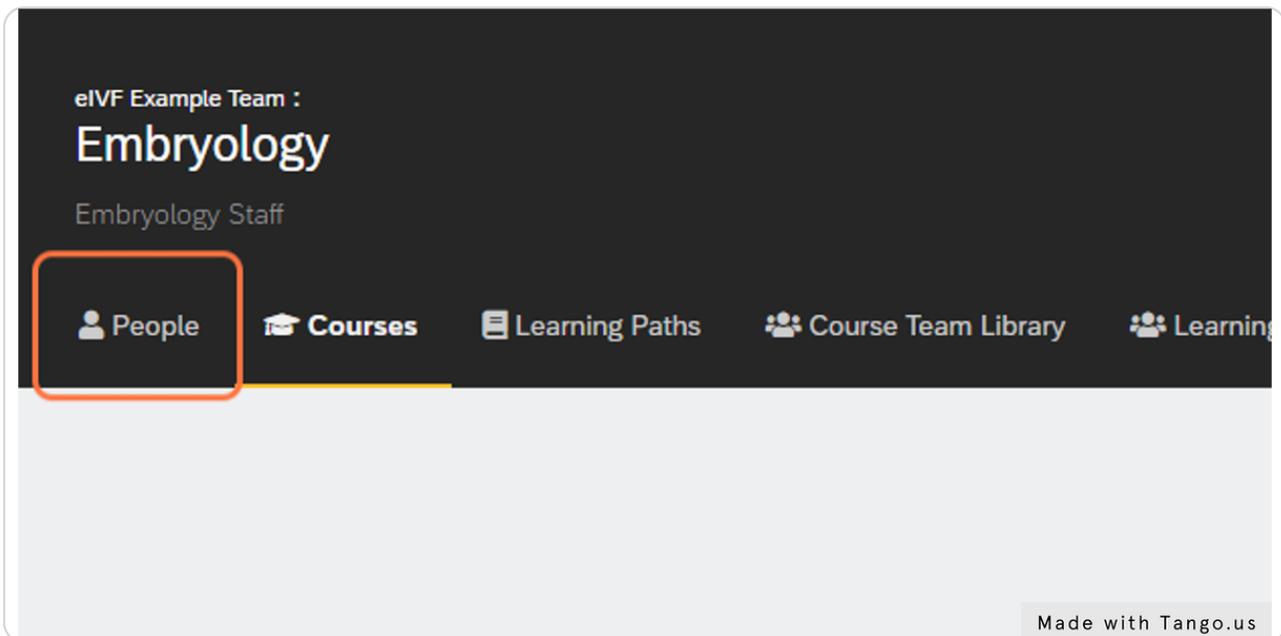
STEP 11

Click on Assign



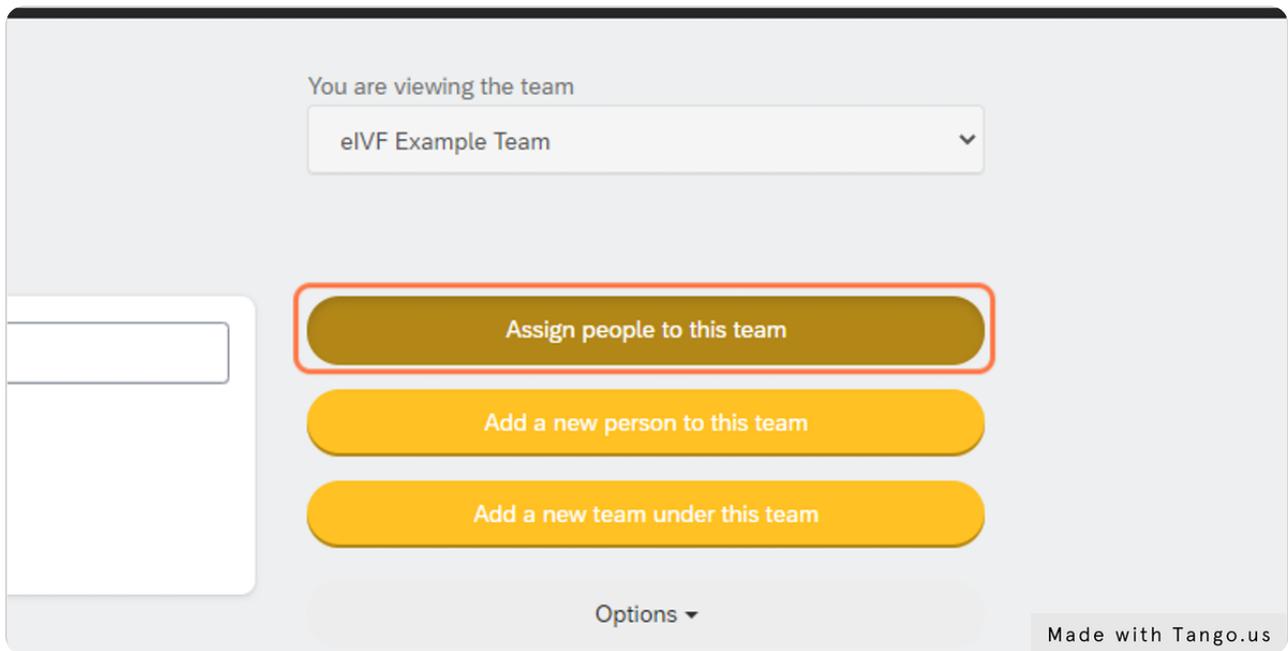
STEP 12

To add an existing person who has a Litmos account to your team, click on People



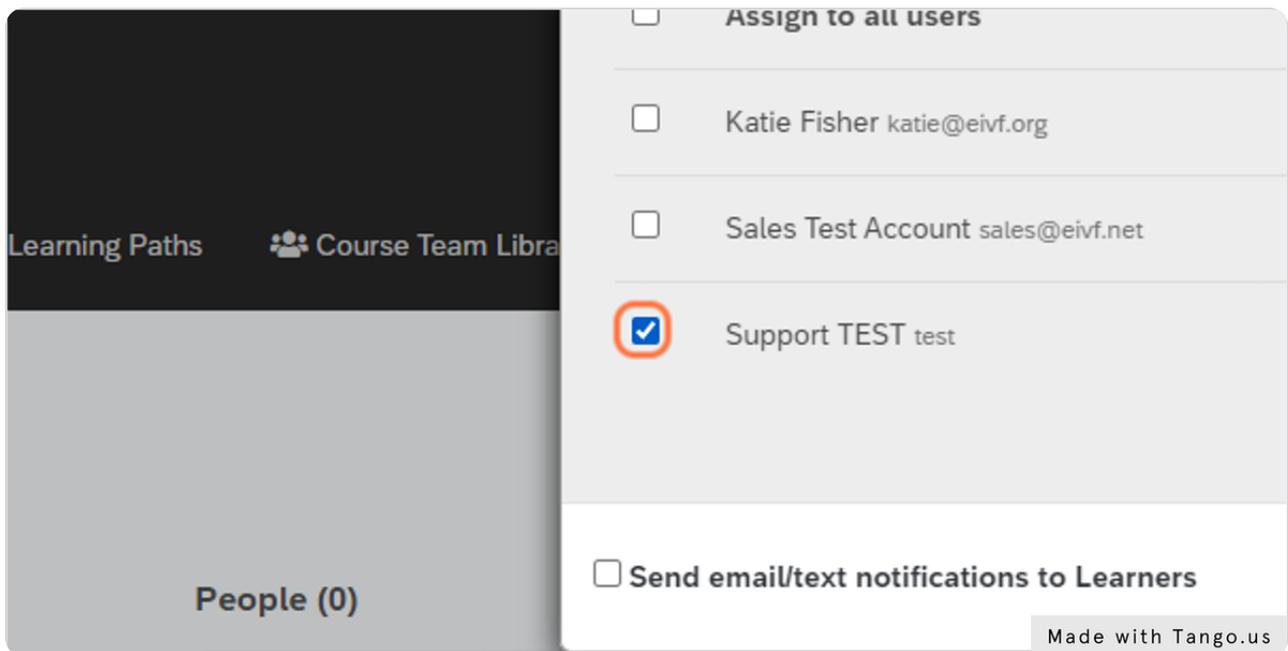
STEP 13

**Click on Assign people to this team**



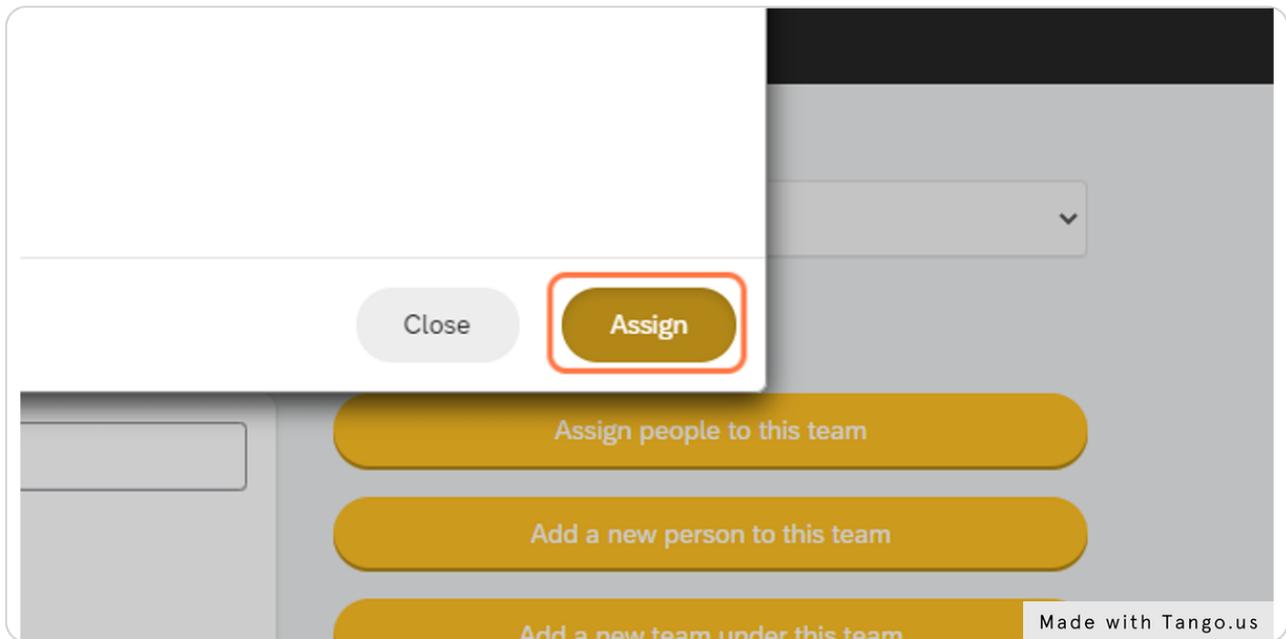
STEP 14

**Once you find the person you would like to add, check next to their name**



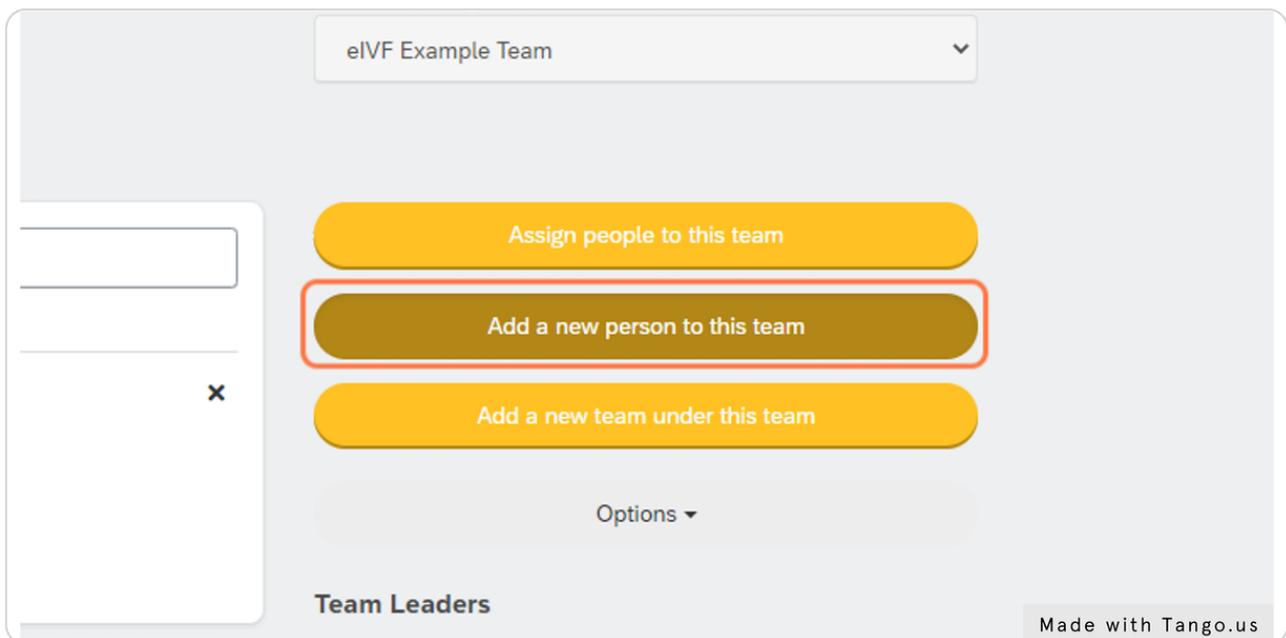
STEP 15

**Click on Assign**



STEP 16

**If you would like to add someone new to your team, click on Add a new person to this team**



## STEP 17

Fields you need to complete are - First Name, Last Name, User Name, Email Address, Practice, Title

The screenshot shows a web interface for adding a new person. At the top right, it says "You are viewing the team" and "eIVF Example Team". The main heading is "Add a new person". Below this, there is a form with several fields: "Team" (a dropdown menu set to "Embryology"), "First Name\*" (a text input field with "First" entered), "Last Name\*" (a text input field with a red border around it), and "Username\*" (a text input field). Below the "Username\*" field, there is a note: "Most people use an email address as their username" and a checked checkbox labeled "Send an email to this person with a link to login.". At the bottom left of the form, there are two more options: "Active" (checked) and "Access Level". On the right side of the form, there are three buttons: "Add person" (orange), "Add person and then add" (orange), and "Cancel" (grey). At the bottom right of the page, it says "Made with Tango.us".

## STEP 18

You can also choose to send an email to this person with a link to login.

This is a close-up view of the "Add a new person" form. It shows the "Last Name\*" field with "Last" entered. Below it is the "Username\*" field with "first@domain.com" entered. Underneath the "Username\*" field, there is a note: "Most people use an email address as their username" and a checked checkbox labeled "Send an email to this person with a link to login.". At the bottom of the form, there are two more options: "Active" (checked) and "Access Level". At the bottom right of the page, it says "Made with Tango.us".

STEP 19

Once you are done completing the form, click on **Add person**

