



D A M S T R A

Add Teams

Solo Platform

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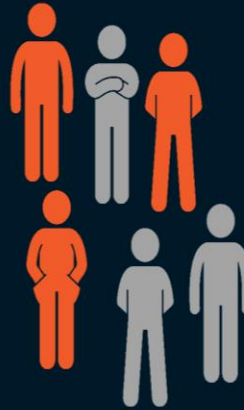
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Add Teams Introduction

In Solo, a *Team* is a means of grouping workers. This grouping allows for multiple functionalities, for example table filtering or team messaging to be utilised.

Note: adding a Team into Solo Platform can only be actioned by Users with a Solo Role of *Operations Manager* or *Admin*.

Solo Ecosystem



Solo Ecosystem

Operations Manager



Administrators



Add Teams

Accessing the Teams Register

From Solo Platform's landing page you must access the Teams register in the setup area.

Result: The Teams register will display

The screenshot displays the Damstra Solo platform interface. The top navigation bar shows 'Solo / Live' and a sidebar menu with options like 'Solo', 'Live', 'All Users', 'Alerts', 'Reports', 'SoloInsights', 'Messages', 'Setup', 'Users', 'Teams', 'Profiles', 'Zones', and 'Beacons'. The 'Teams' option is highlighted. The main content area shows a 'Solo / Live' status with four indicators: Alerts (0), Missed (0), Active (13), and Suspended (0). Below this is a 'Users' section with a search bar, a 'Filter' dropdown, and a 'Show 10 entries' option. A table lists users with columns for Name, Device, Profile, Start, and Last Activity. The table includes entries for Scout Portnoy, Clarence Travis, Scarlett Motes, Holden Marlowe, Chris Richards, James Moriarty, and Trevor Rice. A map of Papua New Guinea is visible on the right. An inset window shows the 'Solo / Teams' register with a 'Add New Team' button and a table of teams with columns for Name, Members, and Edit. The table lists teams like 'Melbourne Industrial Build', 'Melbourne Residential Build', 'Operations', 'Sales', 'Self Support', and 'Technicians'.

Add Teams

The Teams Register

The *Teams Register* shows all current Teams and key information including:

- The Name.
- The number of Team Members.

It also allows you to edit any existing teams.

To begin adding a new Team: **click Add New Team**.

Solo / Teams

[Add New Team](#)

Search:

Show 10 entries

Previous 1 Next

Name	Members	
Drivers	9	Edit
Melbourne Industrial Build	12	Edit
Melbourne Residential Build	11	Edit
Operations	5	Edit
Sales	3	Edit
Self Isolation	11	Edit
Technicians	5	Edit

Showing 1 to 7 of 7 entries

Previous 1 Next

Add Teams

Team Details

Enter the new team's name in the *Name* field.

Decide whether you would like members of this team with a Solo Role of *Worker* to be able to view the location of their peers using the *Nearby* section of the Solo Mobile or Wearable app, and - if so - **tick** the checkbox.

As stated here, *Manager of Workers* and *Operations Managers* in this team will always have visibility of all team members, regardless of the selection made, apart from where a profile without GPS Tracking is being used.

Solo / Teams / Add Team

[← Back to Teams](#)

Details

Create the name of your team

Name

Nearby Worker Visibility

Checking this setting will enable all active workers to view each other's location and session status via the Nearby feature of their Solo mobile application.

NOTE: Manager of Workers and Operations Managers in this team will always have visibility of all team members.

Manage Members

Assign/Unassign members

All Users

Search:

Show 10 entries

Name	Email
Atticus Bart	atticus.bart@abc.mm
Chris Richards	chris.richards@abc.mm
Clarence Travis	clarence.travis@abc.mm

Team members

Search:

Show 10 entries

No records available

Showing 0 to 0 of 0 entries [Previous](#) [Next](#)

Add Teams

Adding Users

Selecting the Team members is done from the All Users table and can be done in three different ways.

1. Search for a specific User.
2. Scroll the all Users table.
3. Select all registered Users.

NOTE: Manager of Workers and Operations Managers in this team will always have visibility of all team members.

Manage Members

Assign/Unassign members

All Users

Search: Show 10 entries

Name	Email
<input type="checkbox"/> Atticus Bart	atticus.bart@abc.mm
<input type="checkbox"/> Chris Richards	chris.richards@abc.mm
<input type="checkbox"/> Clarence Travis	clarence.travis@abc.mm
<input type="checkbox"/> Hazel Henderson	hazel.h@abc.mm
<input type="checkbox"/> Holden Marlowe	holden.marlowe@abc.mm
<input type="checkbox"/> James King	
<input type="checkbox"/> James Moriarty	james.moriarty@abc.mm
<input type="checkbox"/> Julia Samsa	lily.samsa@abc.mm
<input type="checkbox"/> Laurie Davison	
<input type="checkbox"/> Lenny Summers	

Showing 1 to 10 of 27 entries

Previous 1 2 3 Next

Team members

Search: Show 10 entries

Name	Email
No records available	

Showing 0 to 0 of 0 entries

Previous Next

Save Cancel

Add Teams

Search for a Specific User

Search for a specific User via the table search field.

Once the specific User is found, **check** the checkbox next to the required User's name.

Then, **click** the *assign* button (designated by the right-pointing Chevron.)

The User is now assigned to the *Team Members* table.

Back to Teams

Details

Create the name of your team

Name

Executive

Nearby Worker Visibility

Checking this setting will enable all active workers to view each other's location and session status via the Nearby feature of their Solo mobile application.

NOTE: Manager of Workers and Operations Managers in this team will always have visibility of all team members.

Manage Members

Assign/Unassign members

All Users

Search: leo Show 10 entries

Name	Email
<input checked="" type="checkbox"/> Leopold Finch	leopold.finch@abc.mm

Showing 1 to 1 of 1 entries Previous 1 Next

Team members

Search: Show 10 entries

Name	Email
<input checked="" type="checkbox"/> Leopold Finch	leopold.finch@abc.mm

Showing 1 to 1 of 1 entries Previous 1 Next

Add Teams

Scroll the All Users Table

Scroll the *All Users* table.

Work through each page of the All Users table, selecting Users as you go.

Once all Users have been selected, **click** the *assign* button (designated by the right-pointing Chevron.)

The selected Users are now assigned to the *Team Members* table.

NOTE: Manager of Workers and Operations Managers in this team will always have visibility of all team members.

Profiles
Zones
Beacons

<

Manage Members

Assign/Unassign members

All Users

Show 10 entries

<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	Atticus Bart	atticus.bart@abc.mm
<input checked="" type="checkbox"/>	Chris Richards	chris.richards@abc.mm
<input type="checkbox"/>	Clarence Travis	clarence.travis@abc.mm
<input type="checkbox"/>	Hazel Henderson	hazel.h@abc.mm
<input checked="" type="checkbox"/>	Holden Marlowe	holden.marlowe@abc.mm
<input type="checkbox"/>	James King	
<input type="checkbox"/>	James Moriarty	james.moriarty@abc.mm
<input checked="" type="checkbox"/>	Julia Samsa	lily.samsa@abc.mm
<input type="checkbox"/>	Laurie Davison	
<input type="checkbox"/>	Lenny Summers	

Showing 1 to 10 of 27 entries

Previous 1 2 3 Next

Team members

Show 10 entries

<input type="checkbox"/>	Name	Email
<input type="checkbox"/>	Julia Samsa	lily.samsa@abc.mm
<input type="checkbox"/>	Holden Marlowe	holden.marlowe@abc.mm
<input type="checkbox"/>	Chris Richards	chris.richards@abc.mm
<input type="checkbox"/>	Atticus Bart	atticus.bart@abc.mm

Showing 1 to 4 of 4 entries

Previous 1 Next

Save Cancel

Add Teams

Add All Users

To add all Users, **click** the checkbox at the top left of the table to select every User on every page of the table.

Then, **click** the *assign* button (designated by the right-pointing Chevron.)

All Users registered in Solo Platform are now assigned to the *Team Members* table.

NOTE: Manager of Workers and Operations Managers in this team will always have visibility of all team members.

Profiles
Zones
Beacons

Manage Members

Assign/Unassign members

All Users

<input type="checkbox"/>	Name	Email
<input checked="" type="checkbox"/>	Atticus Bart	atticus.bart@abc.mm
<input checked="" type="checkbox"/>	Chris Richards	chris.richards@abc.mm
<input checked="" type="checkbox"/>	Clarence Travis	clarence.travis@abc.mm
<input checked="" type="checkbox"/>	Hazel Henderson	hazel.h@abc.mm
<input checked="" type="checkbox"/>	Holden Marlowe	holden.marlowe@abc.mm
<input checked="" type="checkbox"/>	James King	
<input checked="" type="checkbox"/>	James Moriarty	james.moriarty@abc.mm
<input checked="" type="checkbox"/>	Julia Samsa	lily.samsa@abc.mm
<input checked="" type="checkbox"/>	Laurie Davison	
<input checked="" type="checkbox"/>	Lenny Summers	

Showing 1 to 10 of 27 entries

Team members

No records available

Showing 0 to 0 of 0 entries

Save Cancel

Add Teams

Removing Users

To remove selected Users, being in the *Team members* table.

Simply action one of the previously stated methods.

Click the *unassign* button (designated by the left-pointing chevron.)

NOTE: Manager of Workers and Operations Managers in this team will always have visibility of all team members.

Manage Members

Assign/Unassign members

All Users

Search: [] Show 10 entries

Name	Email
No records available	

Showing 0 to 0 of 0 entries Previous Next

Team members

Search: [] Show 10 entries

Name	Email
<input checked="" type="checkbox"/> Winnie Holmes	winnie.holmes@abc.com
<input checked="" type="checkbox"/> Wanda Ring	dih0234@gmail.com
<input checked="" type="checkbox"/> Veronica Juffery	[REDACTED]
<input checked="" type="checkbox"/> Trevor Rice	Trevor.Rice@abc.mm
<input checked="" type="checkbox"/> Support Vault	[REDACTED]
<input checked="" type="checkbox"/> Simon Templeton	[REDACTED]
<input checked="" type="checkbox"/> Sebastian Flyte	sebastian.flyte@abc.mm
<input checked="" type="checkbox"/> Scout Portnoy	scout.portnoy@abc.mm
<input checked="" type="checkbox"/> Scarlett Motes	scarlett.motes@abc.mm
<input checked="" type="checkbox"/> Sara Livingstone	[REDACTED]

Showing 1 to 10 of 27 entries Previous 1 2 3 Next Save Cancel

Add Teams

Saving the Team

Once the makeup of the team has been finalised, **click save**.

The new team is now saved and is displayed in the Teams register.

Repeat these steps for all Teams required.

NOTE: Manager of Workers and Operations Managers in this team will always have visibility of all team members.

Manage Members

Assign/Unassign members

All Users

Search: Show 10 entries

Name	Email
<input type="checkbox"/> Clarence Travis	clarence.travis@abc.mm
<input type="checkbox"/> Hazel Henderson	hazel.h@abc.mm
<input type="checkbox"/> James King	[REDACTED]
<input type="checkbox"/> Laurie Davison	[REDACTED]
<input type="checkbox"/> Lenny Summers	[REDACTED]
<input type="checkbox"/> Leopold Finch	leopold.finch@abc.mm
<input type="checkbox"/> Maria Wade	[REDACTED]
<input type="checkbox"/> Molly Dedalus	molly.dedalus@abc.mm
<input type="checkbox"/> Nigel Humperdink	[REDACTED]
<input type="checkbox"/> Orson Carter	orson.carter@abc.mm

Showing 1 to 10 of 22 entries

Previous 1 2 3 Next

Team members

Search: Show 10 entries

Name	Email
<input type="checkbox"/> Julia Samsa	lily.samsa@abc.mm
<input type="checkbox"/> James Moriarty	james.moriarty@abc.mm
<input type="checkbox"/> Holden Marlowe	holden.marlowe@abc.mm
<input type="checkbox"/> Chris Richards	chris.richards@abc.mm
<input type="checkbox"/> Atticus Bart	atticus.bart@abc.mm

Showing 1 to 5 of 5 entries

Previous Save Next

Save Cancel

