How to create teams

Tags: Flow (https://pluralsight.knowledgeowl.com/help/search?phrase=:Flow)

In this article, learn how to create teams, add existing users to a team, and how to nest teams within other teams.

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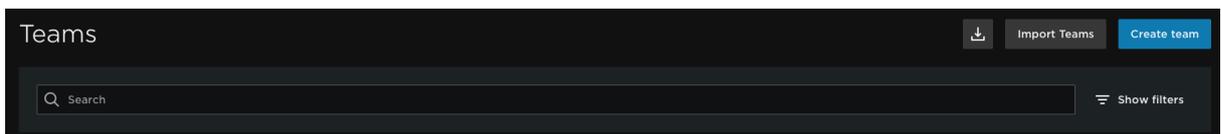
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Who can use this?
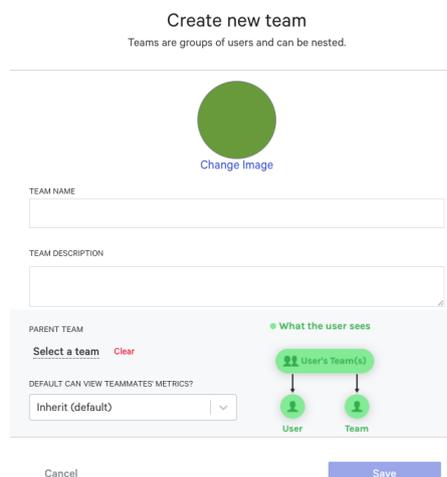
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Creating a new team

To create a new team:

1. Navigate to **Settings**.

2. Click **Teams** under User management.

3. Click **Create team**.

4. Enter a team name in the **Create new team** modal.

5. Upload a team image. Optionally, add a team description.

6. Select a parent team if applicable.

7. Choose whether you want team members to see teammate's metrics by default. Available options include:

    - **Inherit (default)**: The team inherits the parent team's view rights. If no parent team is selected, the team inherits your organization's default view rights.

    - **Yes**: The team has view rights.

    - **No**: The team doesn't have view rights.

8. Click the **Save** button to create the team.
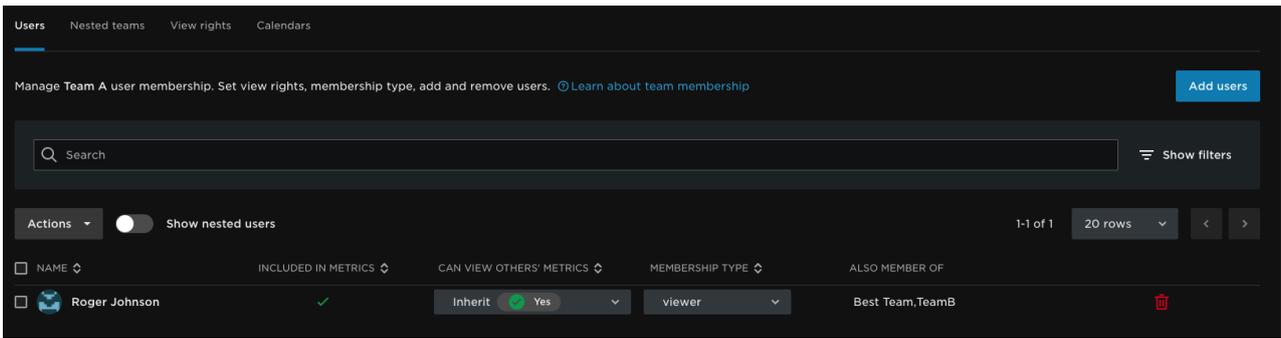
Adding existing users to a new team

Add users to a new team on the team level or the user level. This section involves inviting ecisting users. If you want to add new users, see invite new users to a team ().

To add an existing user to a team:

1. Click the team in the team list.

2. Click **Add users** under the Users tab.

3. Use the search bar in the Add users to team modal to locate a user.

4. Click **Add Users** to add the user to the team.
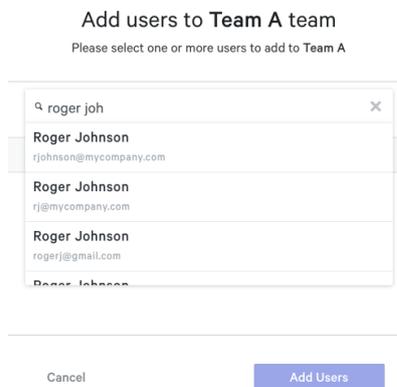
Now that the user is a member of the team, adjust the user's team view rights and membership type. Additionally, view their association with any other team or view if the user's data is currently being excluded or included in reports.

## Adding existing users to a team at the user level

Once you create a team, add users to any team from the **User detail** page.

To add an existing user to a team as a user:

1. Click **Settings** in Flow's top navigation.

2. Click **Users** to locate your user list.

3. Locate and click the user you wish to view.

4. Click the **Teams** tab on the User detail page.

5. Click **Add more teams**.

6. Use the search bar to find the team you want the user to be added to.

7. Click **Join team** to add the user to the team.
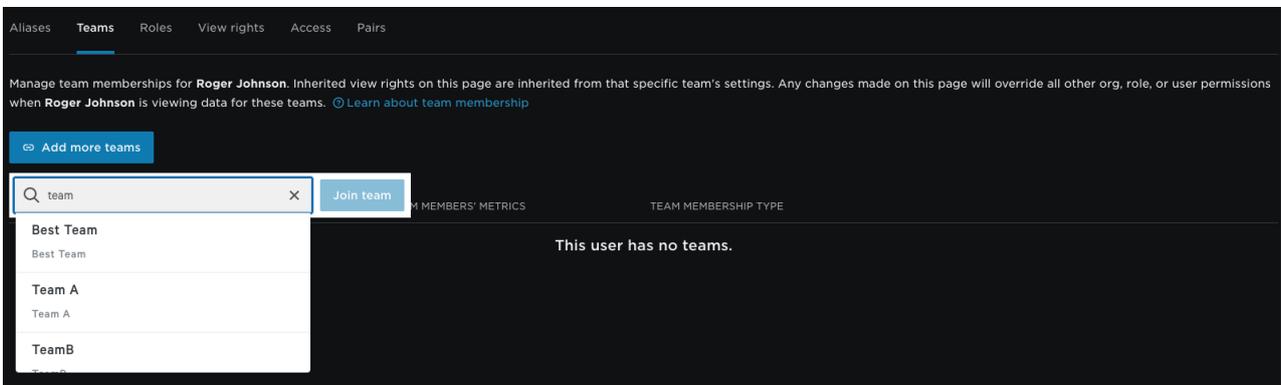
Now that the user is the member of a team and the team is in the user's Teams list, adjust the user's team view rights and membership type as necessary.
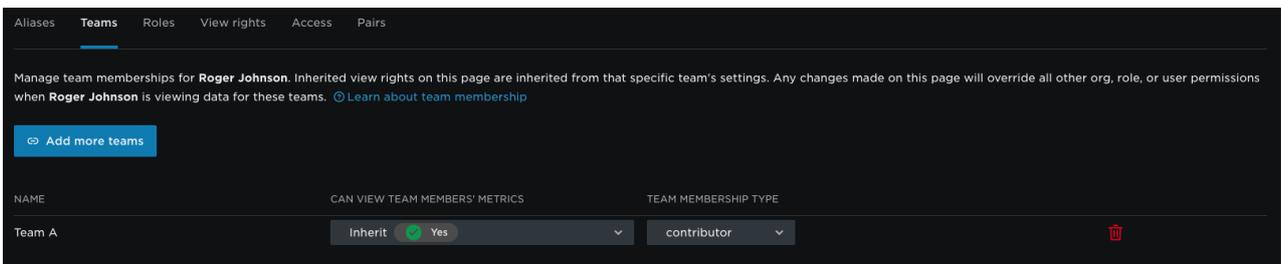
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Nesting and unnesting a team

Organize teams in Flow by nesting child teams under parent teams. Use a nested team structure to reflect your company's hierarchy and to manage teams more effectively.

Nest any existing team in your organization.

To nest or unnest a team:

1. Click **Settings** in Flow's top navigation.

2. Click **Teams** under User Management in the left navigation.

3. To nest a team, drag an existing team over another team until a dash-lined box appears, then drop the team into the box.

4. To unnest a team, drag a child team to the left until a dash-lined box appears, then drop the team into the box.

For example:

In the image below, Team A is moved under Team B. Team A is now a child team and Team B is the parent.

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If you need help, please email Support (opens email form) () for 24/7 assistance.