

Viewing Team Members by Office

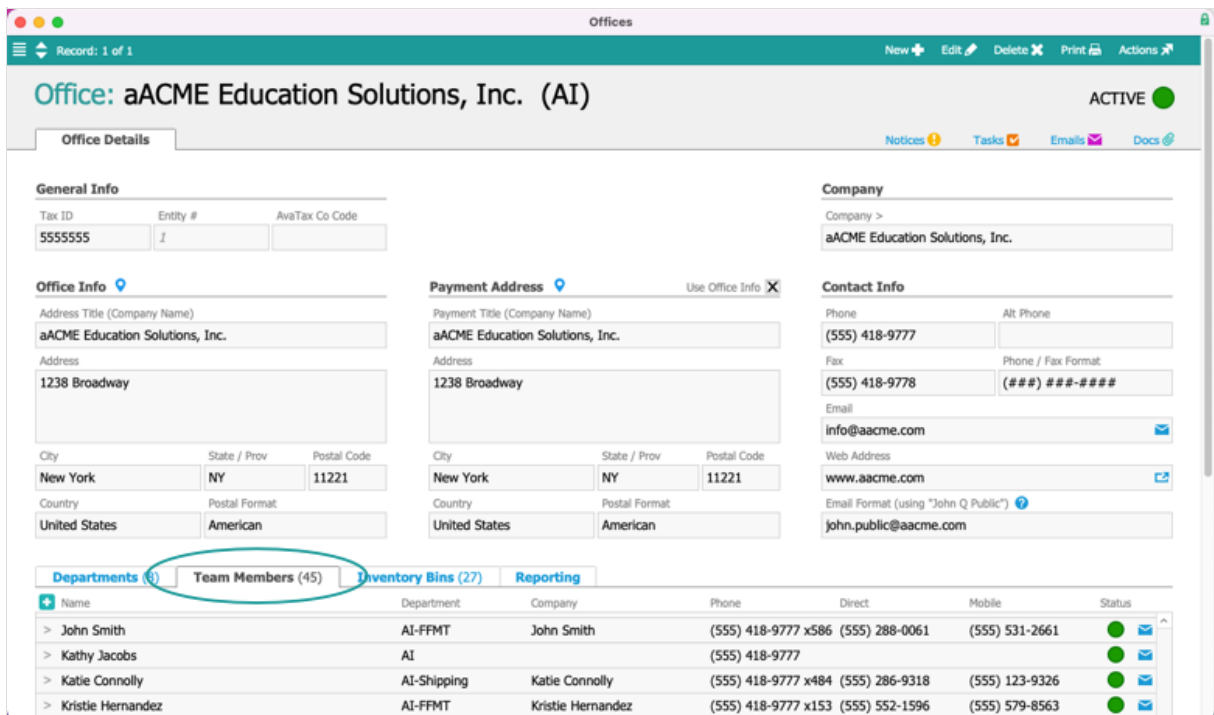
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This guide explains how to view and assign team members to an office. It is intended for general users.


The Offices module can display the team members assigned to various office records and help you add new team member records to the system. (Note: Office assignments are typically managed at the Team Members module. Read more about [users and team members](http://aace6.knowledgeowl.com/help/team-members-system-users) (<http://aace6.knowledgeowl.com/help/team-members-system-users>.)

View Team Members Assigned to an Office

1. Navigate from **Main Menu > Internal > Offices**.
2. Use the Quick Search bar to locate and select the desired office record.
3. Click the **Team Members** tab.



Add a Team Member from an Office Record

1. Navigate from **Main Menu > Internal > Offices**.
2. Locate the office record that the new team member will linked to.
3. At the Team Members tab, click the **New** () icon.

Departments (8)		Team Members (45)		Inventory Bins (27)		Reporting	
Name	Department	Company	Phone	Direct	Mobile	Status	
> John Smith	AI-FFMT	John Smith	(555) 418-9777 x586	(555) 288-0061	(555) 531-2661	●	✉
> Kathy Jacobs	AI		(555) 418-9777			●	✉
> Katie Connolly	AI-Shipping	Katie Connolly	(555) 418-9777 x484	(555) 286-9318	(555) 123-9326	●	✉
> Kristie Hernandez	AI-FFMT	Kristie Hernandez	(555) 418-9777 x153	(555) 552-1596	(555) 579-8563	●	✉

At the Team Member module, enter the new team member's information, then click **4. Save.**