Viewing Team Members by Office

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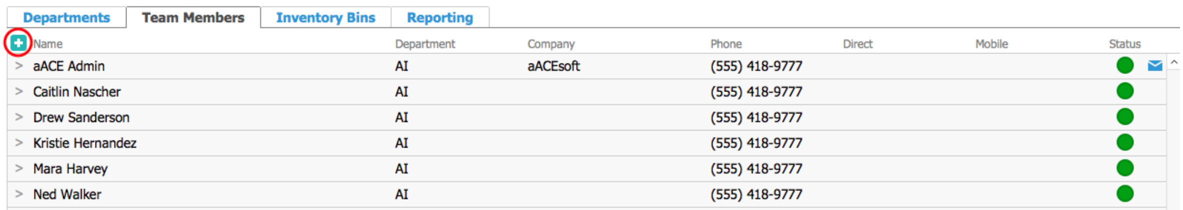
The Offices module can display the assigned team members and help you add new team member records to the system. (Typically the Team Members module is used to manage office assignments for existing team members. Learn more about users and team members .)

1. Navigate to **Internal** > **Offices**.
2. Select the office record you want to work with.
3. Click the **Team Members** tab.
   The list shows team members currently assigned to the office.
4. Click the icon.



Departments | Team Members | Inventory Bins | Reporting

Name	Department	Company	Phone	Direct	Mobile	Status
aACE Admin	AI	aACEsoft	(555) 418-9777			
Caitlin Nascher	AI		(555) 418-9777			
Drew Sanderson	AI		(555) 418-9777			
Kristie Hernandez	AI		(555) 418-9777			
Mara Harvey	AI		(555) 418-9777			
Ned Walker	AI		(555) 418-9777			

5. In the Team Member selector, enter the new team member's information.
6. Click **Save**.