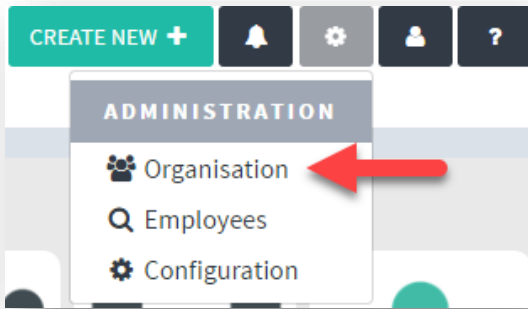
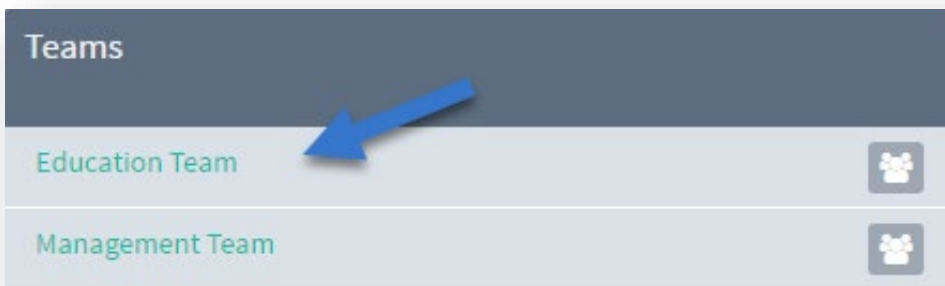


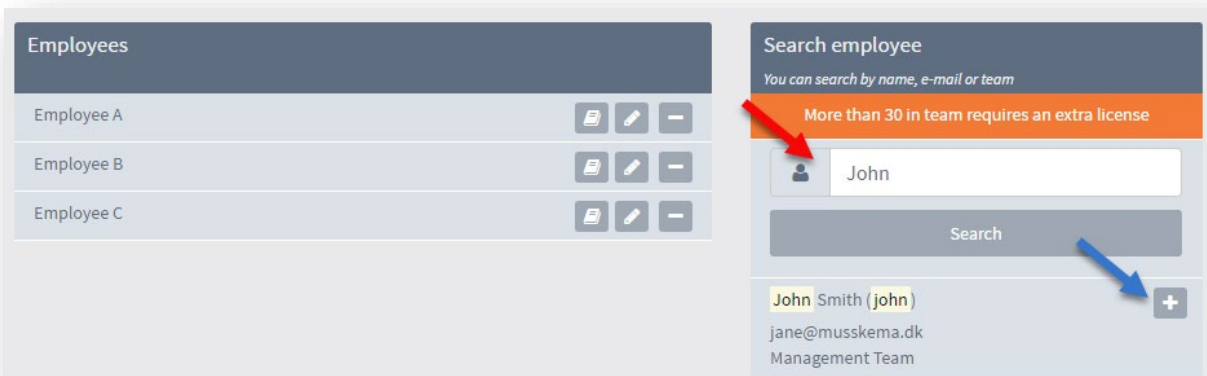
## Move employees to a different team



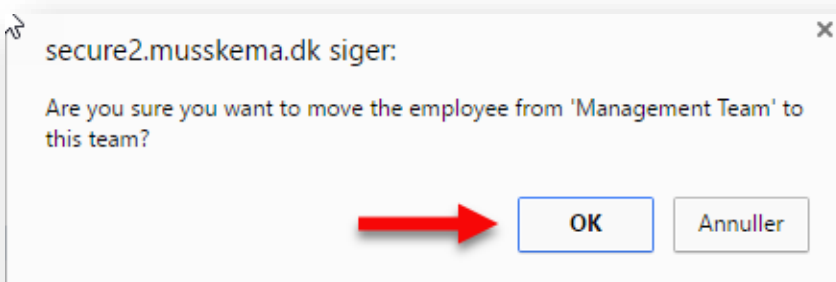
1. Select 'Organisation'



2. Select the team you wish to move the employee to.



3. Search for the employee (red arrow) and click the plus to add him or her to the team (blue arrow). Click OK in the dialog box:



Organisation

# Education Team

Owner: *Jonna L*

Search team

**You are here**  
Jonna English  
> Education Team  
Overview

Employees	
Employee A	[Icons]
Employee B	[Icons]
Employee C	[Icons]
John Smith	[Icons]

- The employee has now been moved to the team 'Education Team'

Employee Development Plan > Administration

# Dialogue

+ New dialogue

Teams you can have dialogs with  
*Click on the team to enter the active dialogue*

Administration	
Help and introduction	[Info]
JAMES NYE TEST	[Icons]
Administration	[Info]
PRODUKTION OG UDVIKLING	[Icons]
Produktion	[Icons]

Administration  
*Dialogue was started on 2018-12-04 (click to change)*

Help and introduction	[Info]
Buska Bissa	[Add]
Circa Clubb	[Icons]
Freja Bill	[Icons]
Helmer Stok	[Icons]

- If you have moved an employee while there is an ongoing dialog, add the employee to the dialog by clicking on '+'.  
[Red arrow points to the '+' icon next to Buska Bissa in the dialogue list]