

# Adding/Editing a Team

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Version 14.19

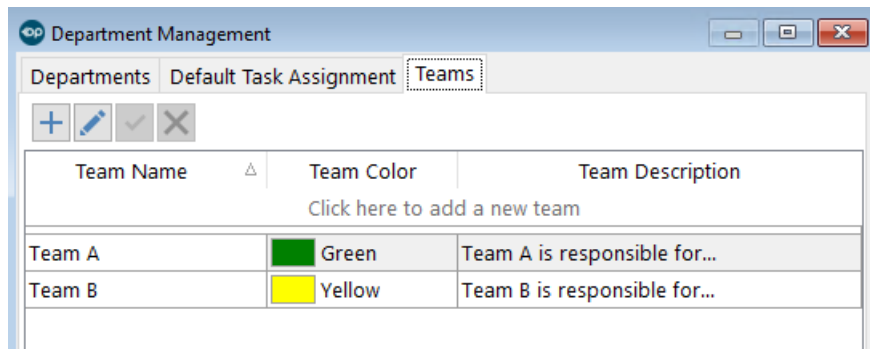
## Overview



In OP, Teams are used for assigning patients to specific care groups. Some examples of Teams could be the Asthma Care Team, Diabetes Management Team, or simply Team A or Team B where the specific meaning and function of the team will be determined by your practice. Teams are an optional function in OP.

## Adding a Team

To add a **Team**:


1. From the **Practice Management** tab, select **Departments**
2. Click the **Teams** tab



3. Click the **Add** button 
4. Enter the **Team Name** in field
5. Select a **Team Color** for the department (if applicable)
6. Enter a **Team Description**
7. Click the **Save** button 

## Editing a Team

To edit a **Team**:

1. From the **Menu Toolbar**, click **Utilities**
2. Select **Manage Practice**
3. Select **Departments**
4. Click the **Teams** tab
5. Select the Team that you want to edit
6. Click the **Edit Record** button 
7. Click the **Post Edit** button to save your edits

Version 14.10

## Overview

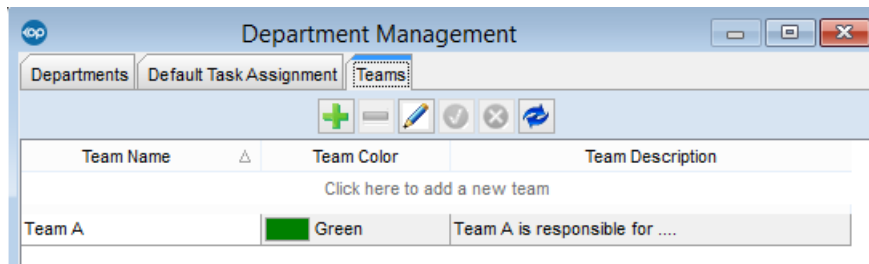
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Team, Diabetes Management Team, or simply Team A or Team B where the specific meaning and function of the team will be determined by your practice. Teams are an optional function in.

## Adding a Team

To add a **Team**:


1. From the **Menu Toolbar**, click **Utilities**
2. Select **Manage Practice**
3. Select **Departments**
4. Click the **Teams** tab



5. Click the **Insert Record** button 
6. Enter the **Team Name** in the field
7. Select a **Team Color** for the department (if applicable)
8. Enter a **Team Description**
9. Click the **Post Edit** button 

## Editing a Team

To edit a **Team**:

1. Click **Utilities** on the menu toolbar.
2. Select **Manage Practice**.
3. Select **Departments**.
4. Click the **Teams** tab.
5. Select the team you would like to edit.
6. Click the **Edit Record** button .
7. Click the **Post Edit** button to save your edits.