Video transcript for: How to organise teams on the Gateway.

0:02: Welcome to this short guide on how to manage teams in the Gateway.

0:06: We have implemented a simpler user interface alongside some new roles so that you can organise and manage your team more easily. To access your team management dashboard simply login via the sign in button on the top right hand of the screen.

0:21: As you can see, I'm already signed in. Click on your name to see the team you are assigned to, then click on the team name to navigate to the team management dashboard.

0:36: Here, you can see the list of roles available within your team.

0:40: Each team contains a Team Admin, a Data Access Request Manager, a Data Access Request Viewer, a Metadata Manager and a Metadata Editor.

0:50: Each role has different abilities within the team.

0:53: You can find out more about each role by clicking on its tool tip.

1:01: To assign team members particular roles simply check the relevant box next to your team member's name.

1:06: For example, for me to assign the Metadata Manager role to the HDR Metadata Manager I click the box like so. And to remove this role from the HDR Metadata Manager I can simply uncheck the box.

1:21: You can add new team members by clicking on 'Add a new member' at the top of the page.

1:28: In the dialog box, simply type in the name of the person who you want to add to the team. Remember, they must have an account on the Gateway to appear in the search.

1:39: Next, select the relevant role from the dropdown menu and click 'Add member'.

1:51: To remove a team member, click on the three dots underneath further actions. Clicking 'remove member' will remove that person from your team.

2:04: One final task to show you, how to manage team emails.

2:09: Navigate to the notifications tab where you can change your own personal notification settings as well as those for your team.

2:20: Remember, each team role has different abilities, so depending on your role within the team, you may not be able to make all of the changes described in this video.

2:30: If you are unsure or have any questions, please speak to your custodian team admin.

2:35: Thanks for watching!

Watch the short guide here.