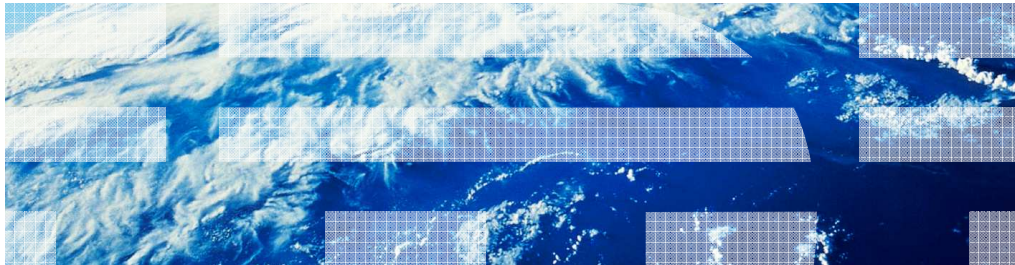


# IBM Tivoli Service Automation Manager version 7.2.2

## Managing self-service teams



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In this training module, you learn how to manage self-service teams that are responsible for managing and submitting virtual server deployments from the Tivoli® Service Automation Manager self-service graphical user interface.

## Objectives

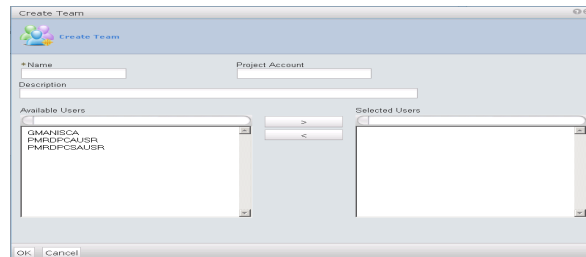
When you complete this training module, you can accomplish these tasks:

- Create user teams from the Tivoli Service Automation Manager V7.2.2 self-service user interface
- Add users to the existing teams
- Remove user teams
- Modify user teams

When complete this training module, you can create user teams from the self-service user interface. You also can add users to existing teams, modify user teams, and remove user teams.

## Creating teams

- Select **Home > Request a New Service > Virtual Server Management > Manage Users and Teams > Create Team**
- Provide the name for the team. It must be up to eight characters and unique
- Specify the project account for accounting purposes (optional)
- Provide a team description (optional)
- Select the users from the list and click the right arrow (>) to add them, or the left arrow (<) to remove them
- Click **OK** to submit the request



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Managing self-service teams

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When you create a project, you need to define which team can access this project. Only one team can own a particular project, and only the members of this team can access this project. Use the **Create Team** request to add new teams. This slide shows the procedure. Cloud administrators should not be added to any teams because they can access them by default.

## Removing teams

- Select **Home > Request a New Service > Virtual Server Management > Manage Users and Teams > Remove Team**
- Select the name of the team that you want to delete (from list of users in this team)
- Click **OK** to submit the request

This slide shows the procedure for removing teams. Use the **Remove Team** request to delete teams. Teams that own active projects cannot be deleted. To delete them, you need to cancel all the projects that the team can access beforehand. This task can only be performed by cloud administrators. Make sure that you have the required privileges. When you remove a team, its name can never be reused. As a result, the users are removed from the team and receive an email notification that the team has been deleted. All accounts of the users of the deleted team remain active.

## Modifying teams (1 of 2)

Modify details of the existing team and add or remove team users:

- Cloud and team administrators can accomplish the tasks
- The team administrator cannot add or remove team users but can modify the teams
- Up to 15 users can be changed in one request
- To add or remove users, make requests that modify the team
- Cloud administrators can access teams by default and should not be added to any teams

You can modify the details of the existing team and add or remove team users. This task can be performed by cloud administrators and team administrators. Team administrator can only modify teams. Make sure that you have the required privileges. Team names cannot be modified.

## Modifying teams (2 of 2)

Procedure to modify a team:

- Click **Home > Request a New Service > Virtual Server Management > Manage Users and Teams > Modify Team**
- Select the name of the team that you want to modify
- Modify the description or project account if necessary
- Use the right arrow (>) and left arrow (<) to add or remove users
- Click **OK** to submit the request

This slide shows the procedure to modify a team.

## Summary

Now that you finished this training module, you can accomplish these tasks:

- Create user teams from the Tivoli Service Automation Manager V7.2.2 self-service user interface
- Add users to the existing teams
- Remove user teams
- Modify user teams

Now that you finished this training module, you can accomplish these tasks:

- Create user teams from the self-service user interface
- Add users
- Remove user teams
- Modify user teams

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