

Teamwork

What is the Teamwork feature for?


The **Teamwork** feature is a **Premium tool** available with a Duo or Family subscription.

It allows you to create and manage teams to work with people you trust on a specific branch of your personal tree. This branch is **duplicated** in a dedicated team workspace, ensuring you maintain unique and personal access to your original tree.

- **Duo Subscription:**
 - Unlimited users with the **Reader** role.
 - One single user with the **Editor** role.
- **Family Subscription:**
 - Unlimited users with the **Reader** role.
 - Unlimited users with the **Editor** role.

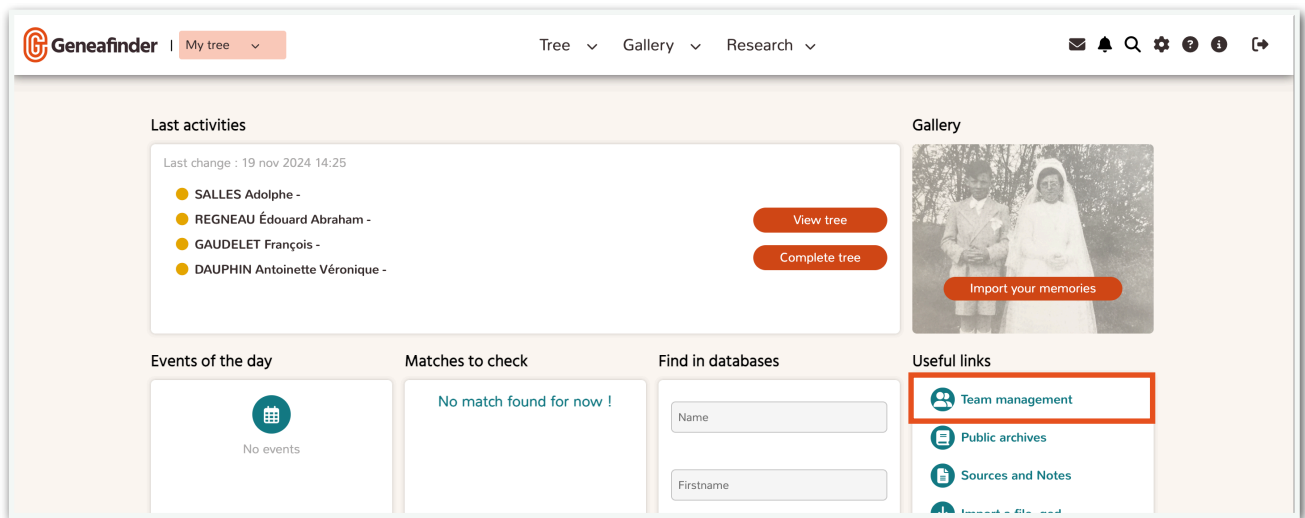
There are three possible roles within a team:

- **Owner:** The holder of the Duo or Family subscription and the creator of the team. They can create, manage, modify, and delete teams. They are responsible for inviting members and assigning their roles.
- **Editor:** An Editor can add, modify, and delete elements within the shared tree and branch—without requiring approval from other editors. You can track their recent activity on the shared tree's dashboard.
- **Reader:** A Reader can only view the shared tree and branch. They cannot contribute, add, modify, or delete any elements.

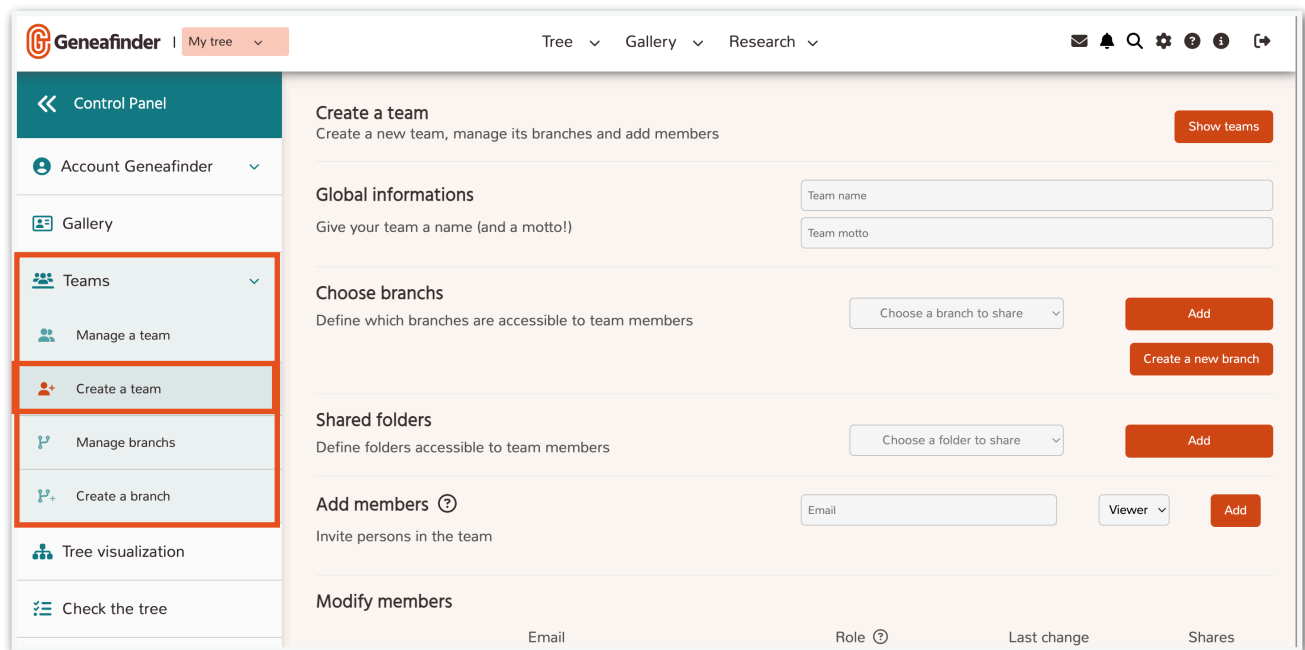
 You can invite people who do not have a Geneafinder account yet. they will be prompted to create a free account, which is required to access the shared tree and branch.

How to create a team to share your tree

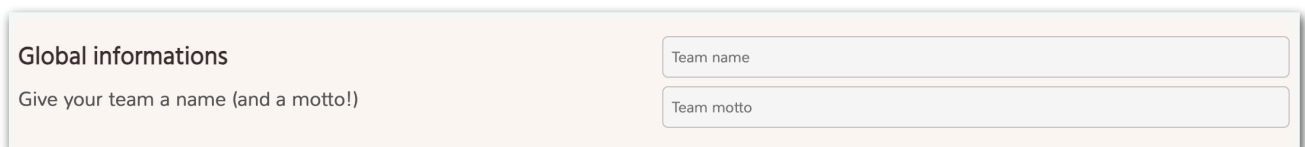
1. Click on the Team management button on your dashboard.



2. You will access the **Control Panel**. From here, you can create and manage your teams and branches.



3. Click on **Create a Team**. Give your team a name and a motto.



4. Select the branch of your tree that you wish to share from the drop-down menu. A branch consists of a "root person" and a direction (ancestry or descendants). If you haven't created a branch yet, click on "Create a Branch".

Choose branches
Define which branches are accessible to team members

Choose a branch to share ▾

Add

Create a new branch

Create a branch ✕

Branch name

Branch name

Share the entire tree

Or share branch from a root person

Root person

Start typing the name of the person

To see its

Select a direction ▾

5. **Select the folders** you wish to share with the team. These folders are from your gallery and can contain photos, videos, documents, and audio files. Team members will only have access to the documents shared within the selected folders.

Shared folders
Define folders accessible to team members

Choose a folder to share ▾

Add

6. **Add members to your team.** Enter the email address of the person you wish to invite and choose their role: **Reader or Editor.**

Add members ?
Invite persons in the team

Email

Viewer
Editor

Add

7. **View your team members in this table.** From here, you can modify a member's role, check if they have joined the team, resend an invitation email, or remove their access.

Email	Role [?]	Last change	Shares
	Editor [▼]		owner
	Editor [▼]		Remove access

8. Click on the **"Manage Team"** button to view all your team's information and manage its members. You can also **delete a team**. If you do, access for all members will be revoked.

Geneafinder | My tree [▼] Tree [▼] Gallery [▼] Research [▼] [Icons]

Control Panel

Account Geneafinder [▼]

Gallery

Teams [▼]

Manage a team

Create a team

Manage branches

Create a branch

Manage teams

Select a team from the list to modify it [+ Create a team](#)

Team name	Members	Owner	Branchs	Update	Share
Rochard	2		To define	11 oct 2024	Supprimer l'équipe
Ma famille	2		Arbre entier	10 déc 2024	Quitter l'équipe

9. Access the team-specific messaging system by clicking the **"Messaging"** button. Select a team from the list and start the conversation.

Geneafinder | My tree [▼] Tree [▼] Gallery [▼] Research [▼] [Icons]

Chat

Search a conversation

- user_2166
- user_18457
- user_1470
- Ma famille**

Conversation

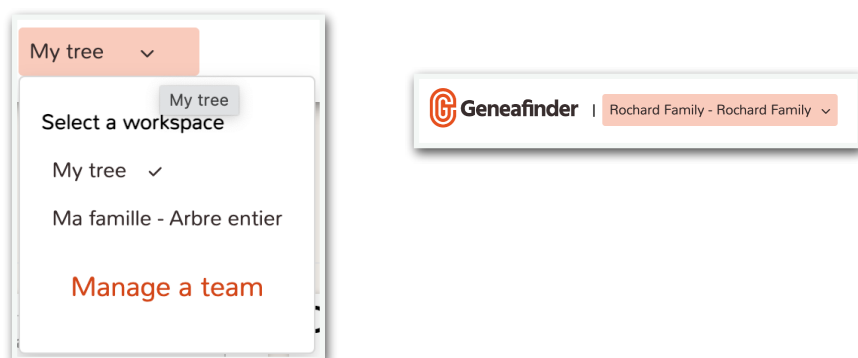
Enter a message

to

How
access

How to access a team workspace

To access a team workspace, click on the "My Tree" drop-down menu at the top of the page.



Select the team you wish to work with. Your workspace will update. You will find your team's **recent activity**, as well as shared folders and the shared tree.

The image shows a table titled 'Dernières activités' (Recent activities). The table has three columns: 'Dernière modification :', 'Crossonneau', and a date-time column. The data rows are as follows:

Dernière modification :	Crossonneau	
BELLIVET Guillaume : -	Crossonneau	10/01/2024 22:08
BUISSON Louise : 1750-	Crossonneau	20/12/2022 23:39
BUISSON Elisabeth : 1740-	Crossonneau	20/12/2022 23:33
TARDIVEL Yves Marie : 1792-1875	Crossonneau	20/12/2022 21:41
BUISSON Catherine Françoise : 1731-1772	Crossonneau	11/01/2024 22:27
AUBAUD Noëlle : -	Crossonneau	18/12/2022 17:19
BUSSON René : -	Crossonneau	18/12/2022 17:19
BUISSON Anne : 1733	Crossonneau	20/12/2022 23:33

To return to your personal, private workspace, click on the drop-down menu and select "My Tree".