

## **Client Teams Fact Sheet**

Adding yourself to a Client Team		
Step 1	Click on <b>Tools</b>	Reports  Tools
Step 2	Click on <b>Clients</b>	Clients
Step 3	Find the Client that you want to add yourself to	Client Logo Banana Time Teams ( 1 )
Step 4	Click on the pen icon to show a list of the Client Teams	
Step 5	Click on the pen icon to show the <b>Edit Team</b> pop-up window	
Step 6	Click on <b>Add Self to Team</b> to add yourself to the Client Team	🕒 Add Self To Team
Step 7	Click on <b>Save &amp; Close</b> to complete adding to the Client Team	Save & Close



