

# Avrio: Creating a Team

Typically our software only allows the owner of an order to access it, but the teams function allows you to create a team of servers that can access an order.

19 Steps [View most recent version](#) 

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Created by

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March 14, 2024

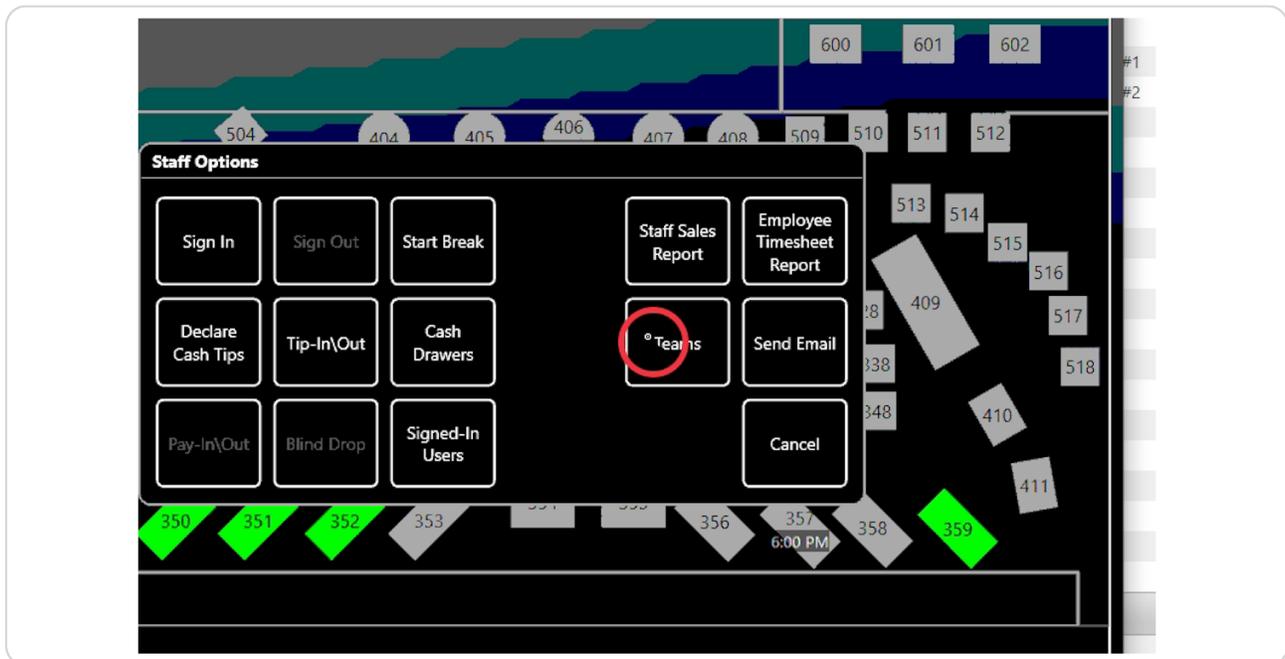
## STEP 1

Click "Staff Options"



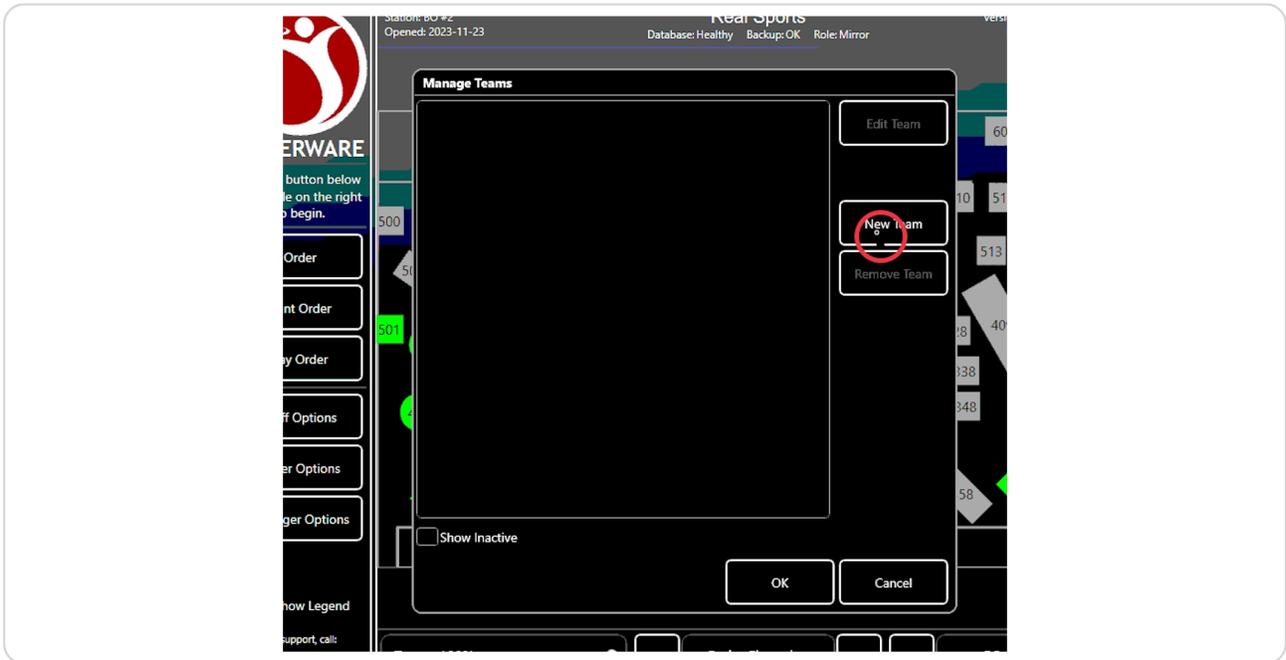
## STEP 2

Select the "Teams" option



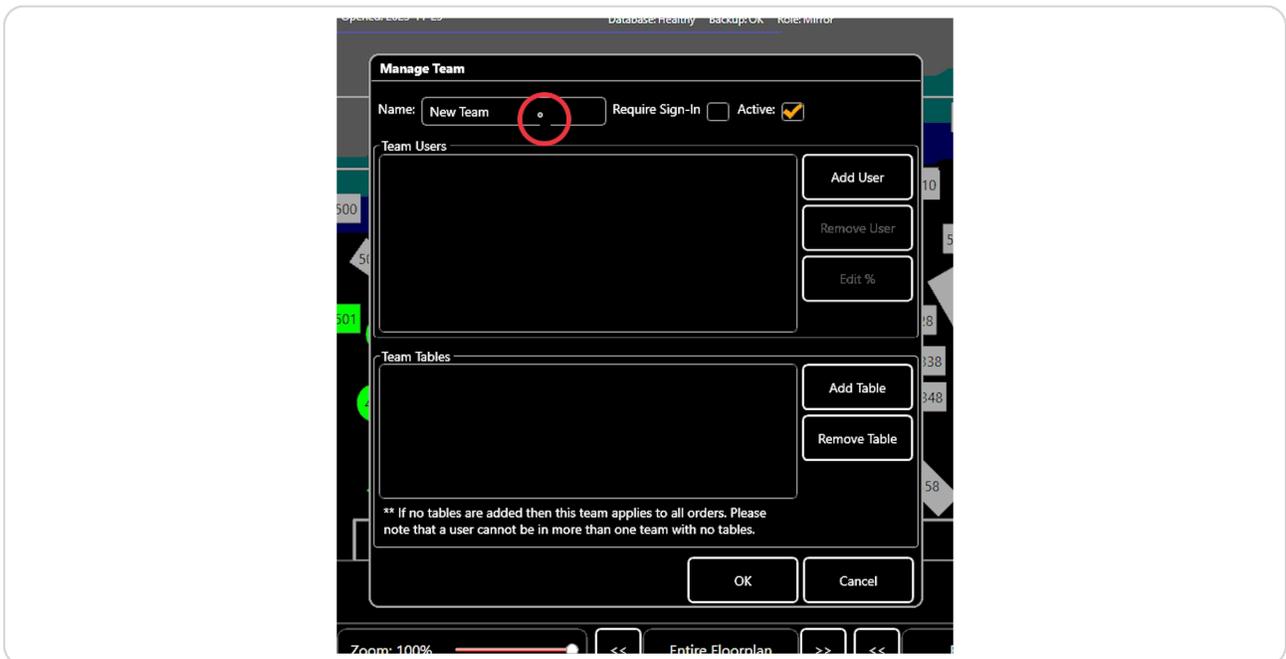
### STEP 3

Click "New Team"



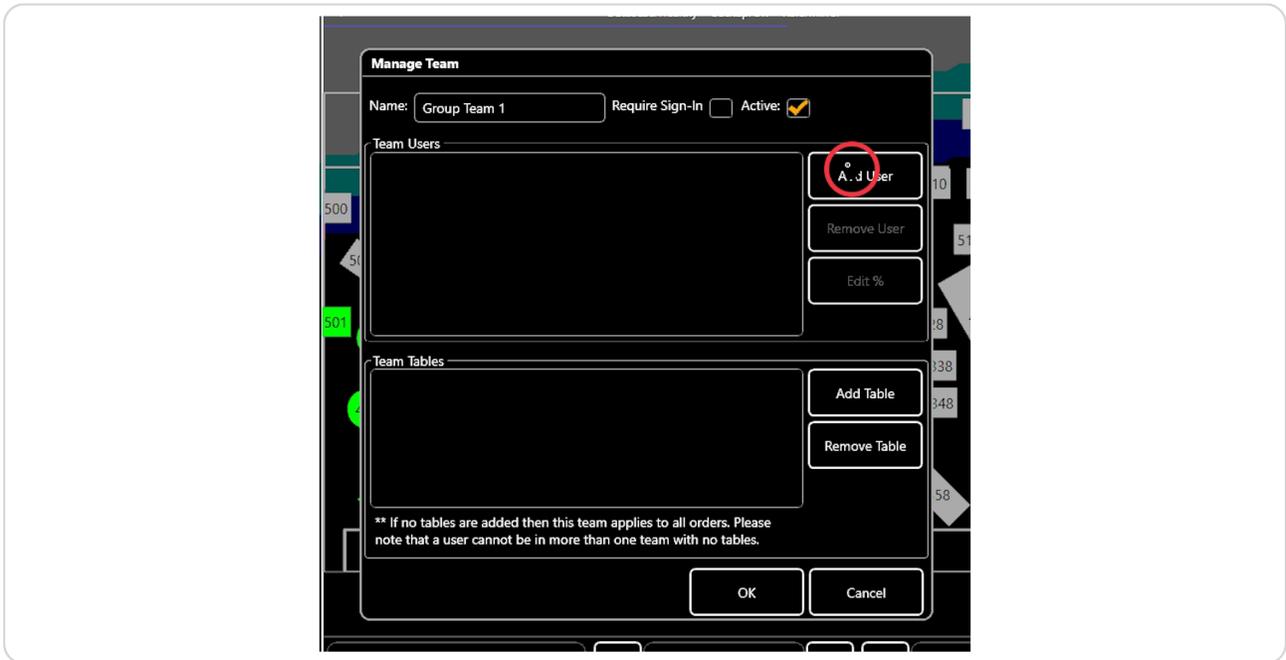
### STEP 4

Click here to name the team



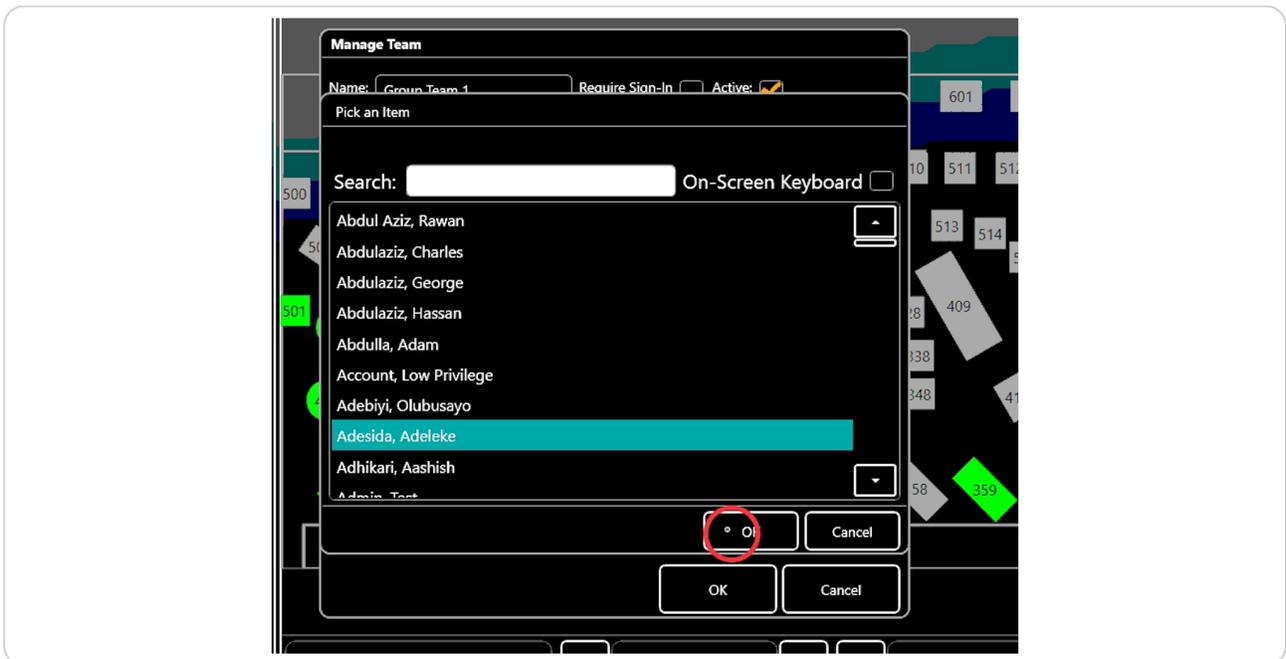
## STEP 5

Click "Add User" to add a staff member to the team



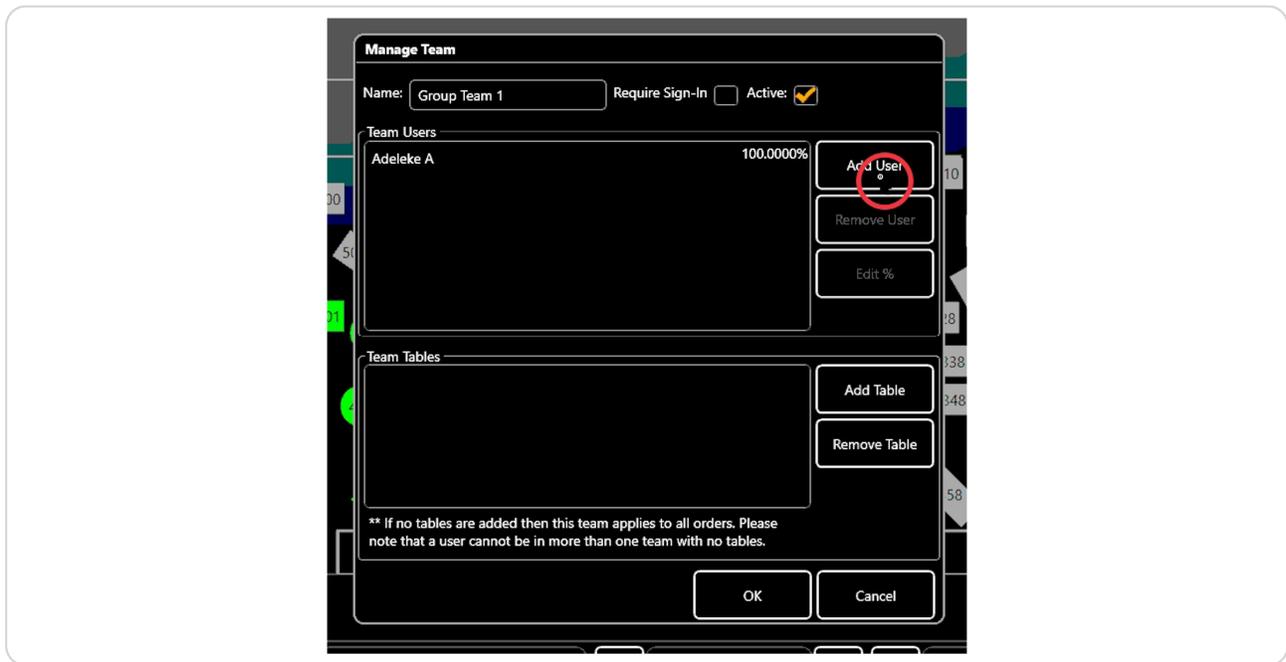
## STEP 6

Click "OK" after selecting the staff member



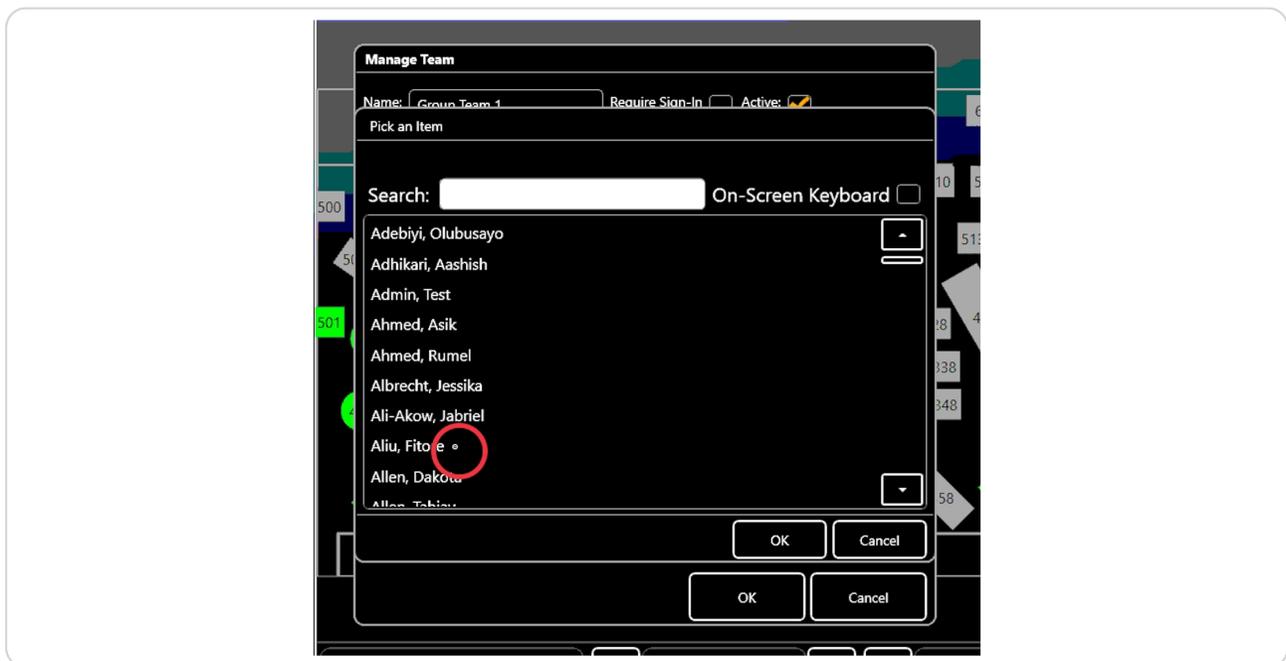
## STEP 7

Click "Add User"



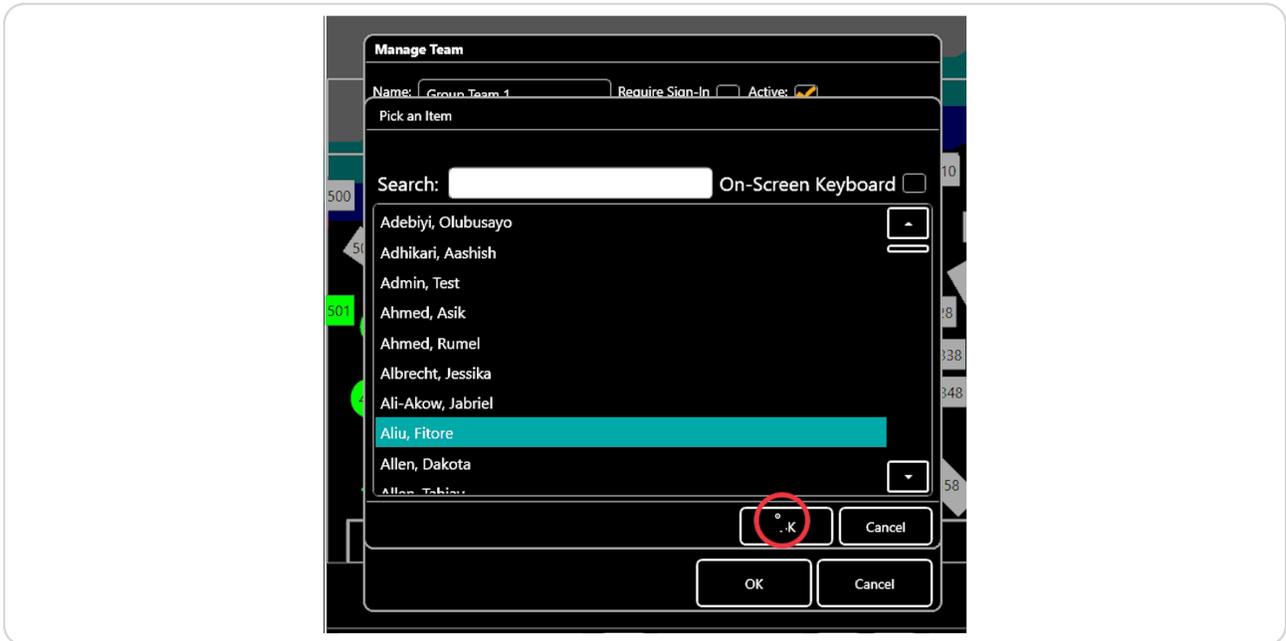
## STEP 8

Select another user from the list



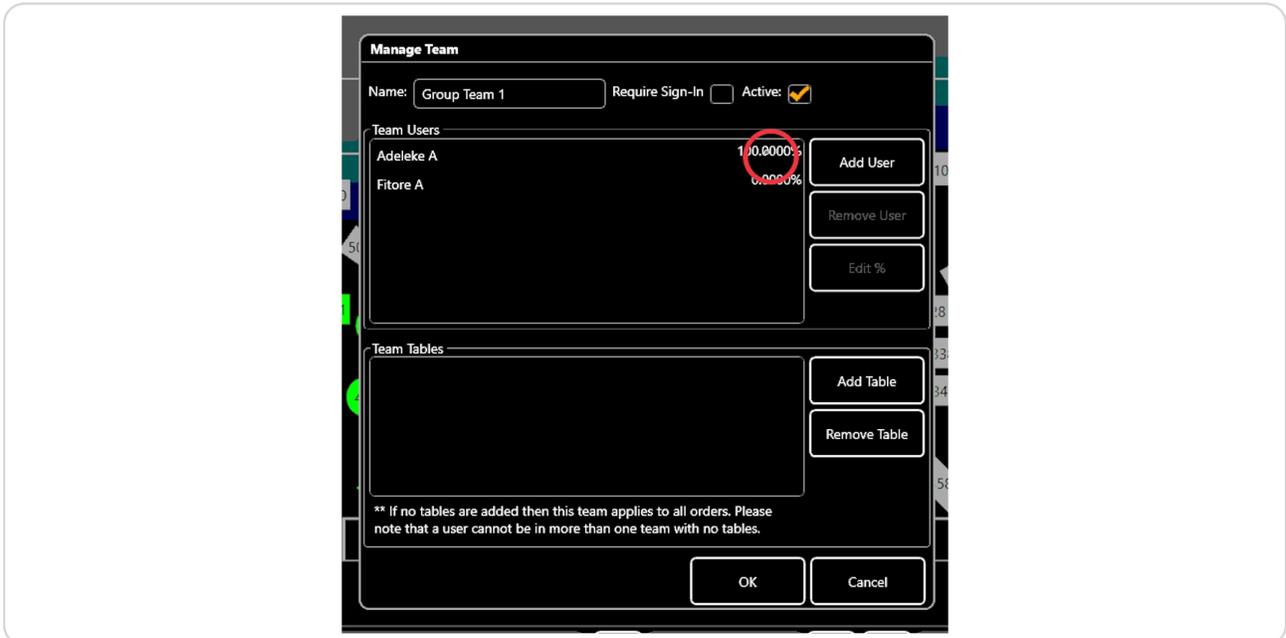
## STEP 9

Click "OK"



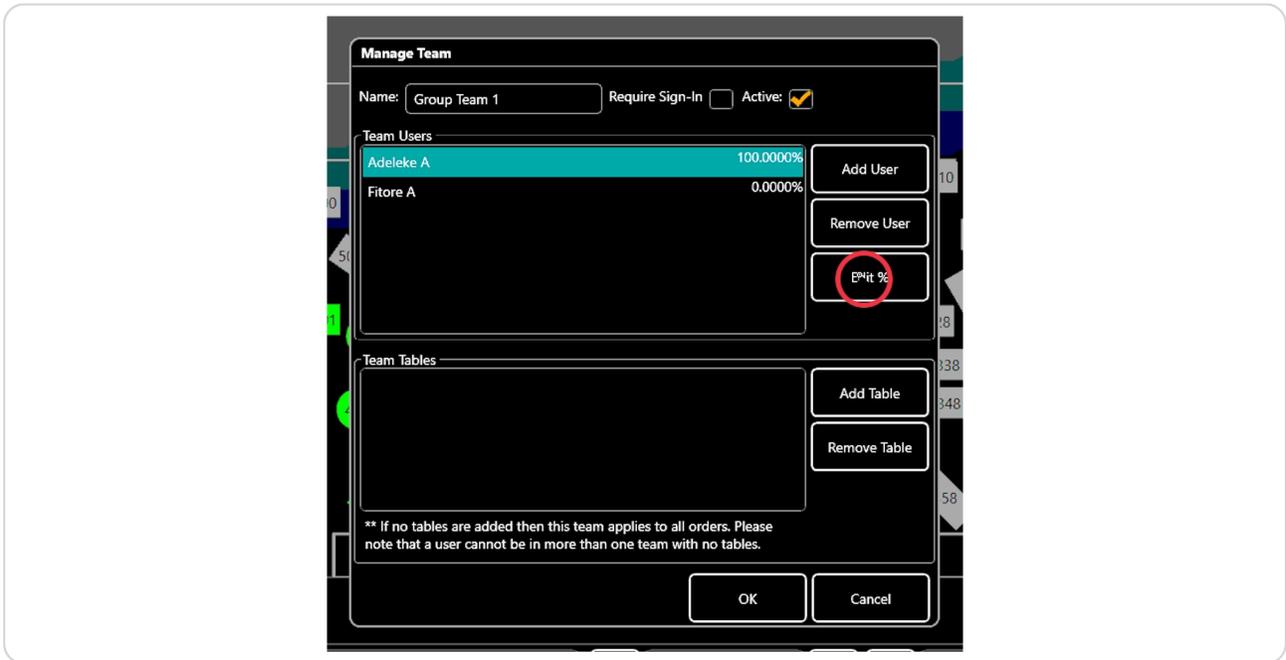
## STEP 10

After adding users, you can determine the % of tips and gratuities that each team member will receive from the orders that the team services



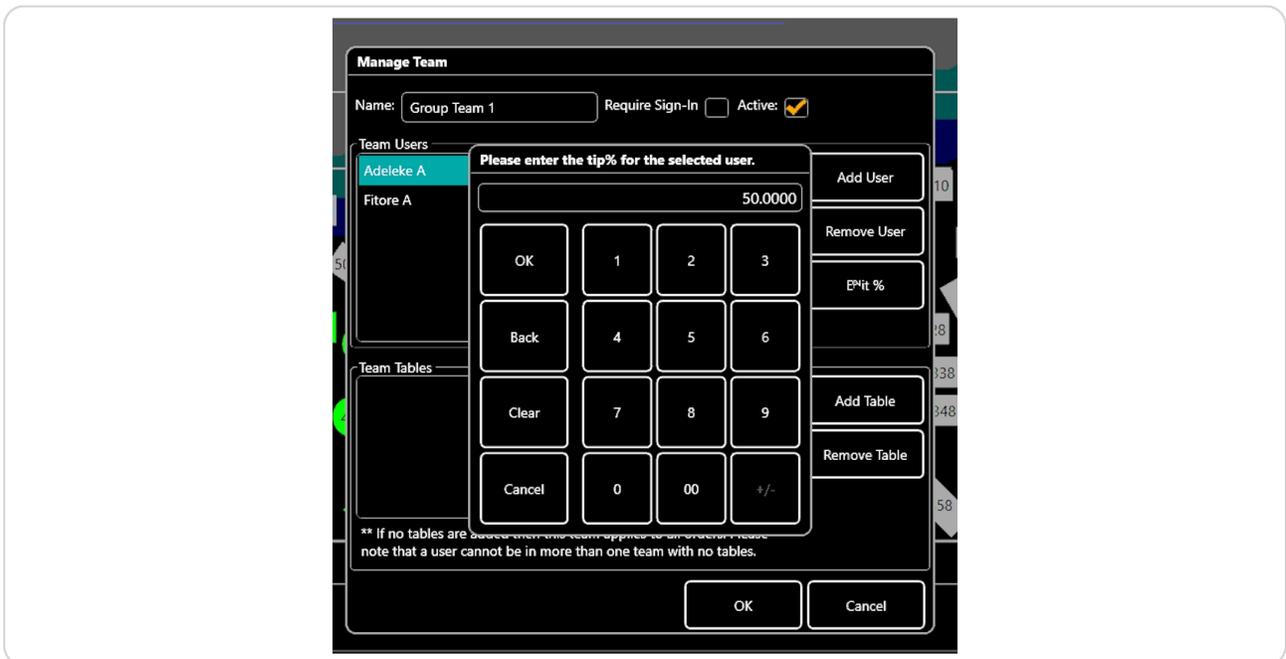
## STEP 11

Click here to edit the %



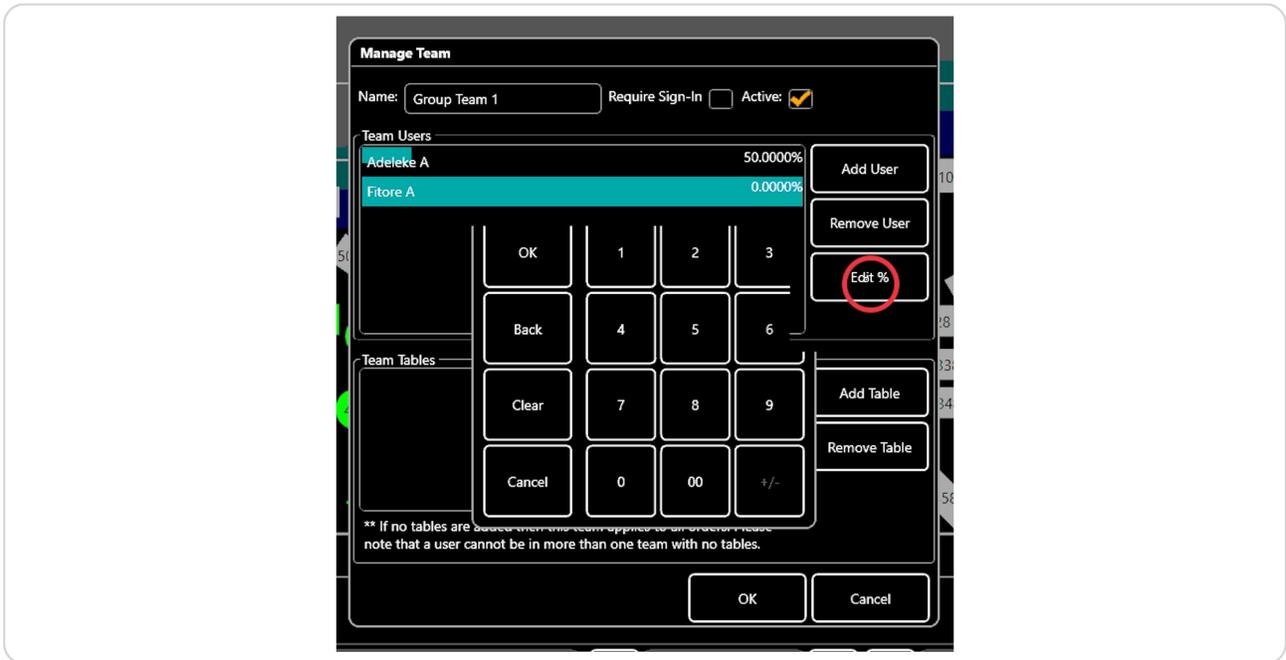
## STEP 12

Enter a %



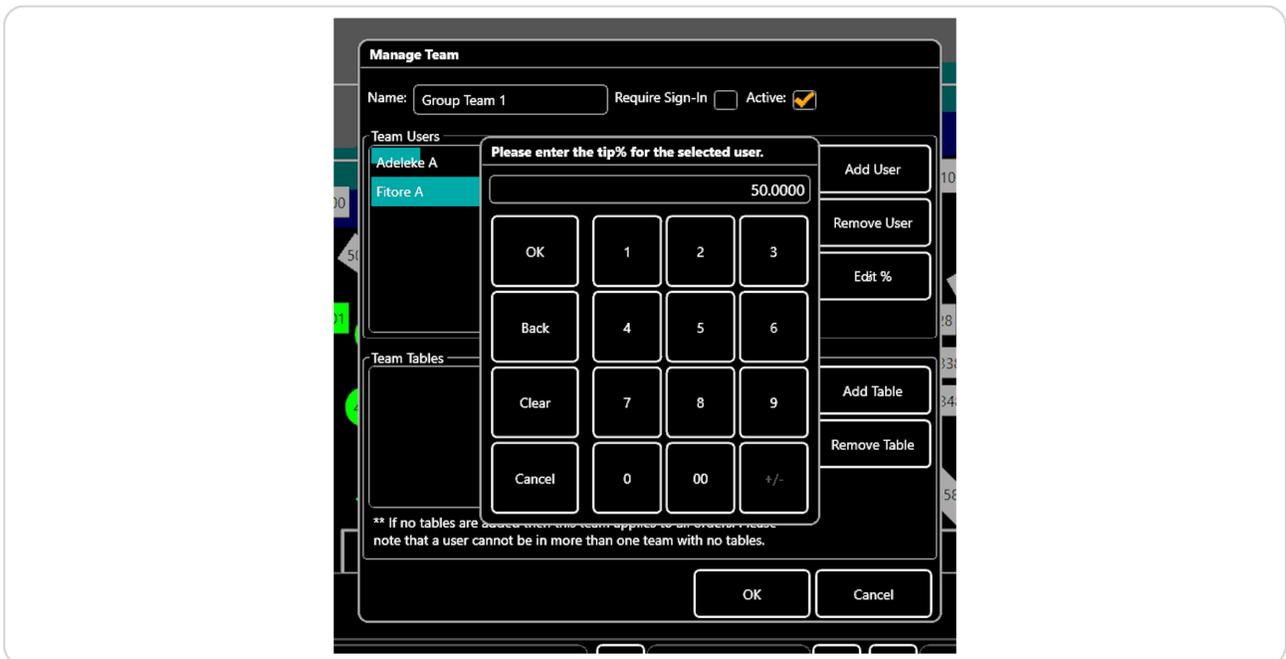
### STEP 13

#### Edit the % for each team member



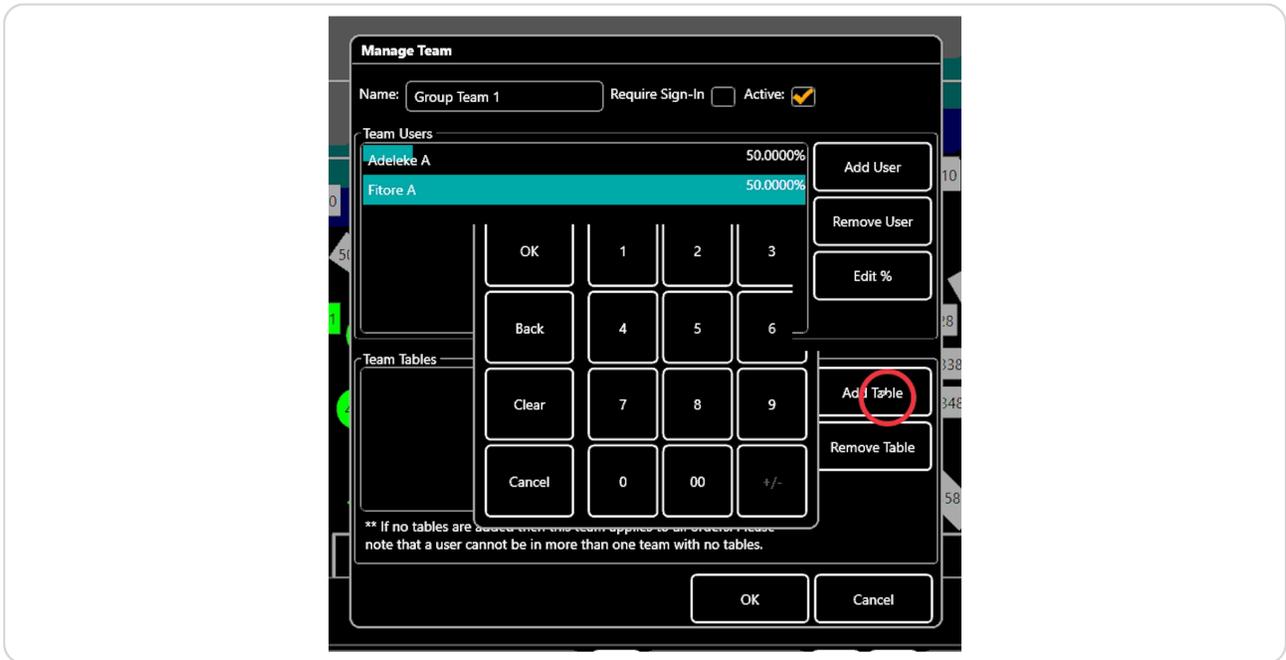
### STEP 14

#### Enter the %



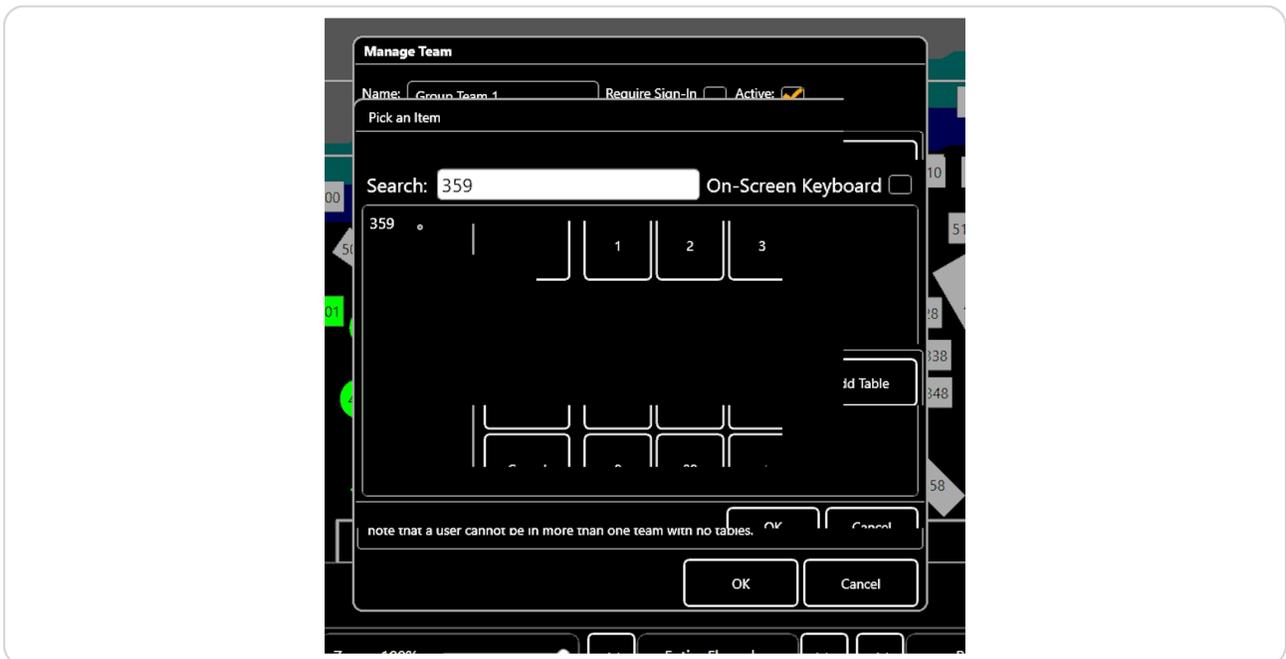
## STEP 15

To select which tables/order the team can access, press "Add Table"



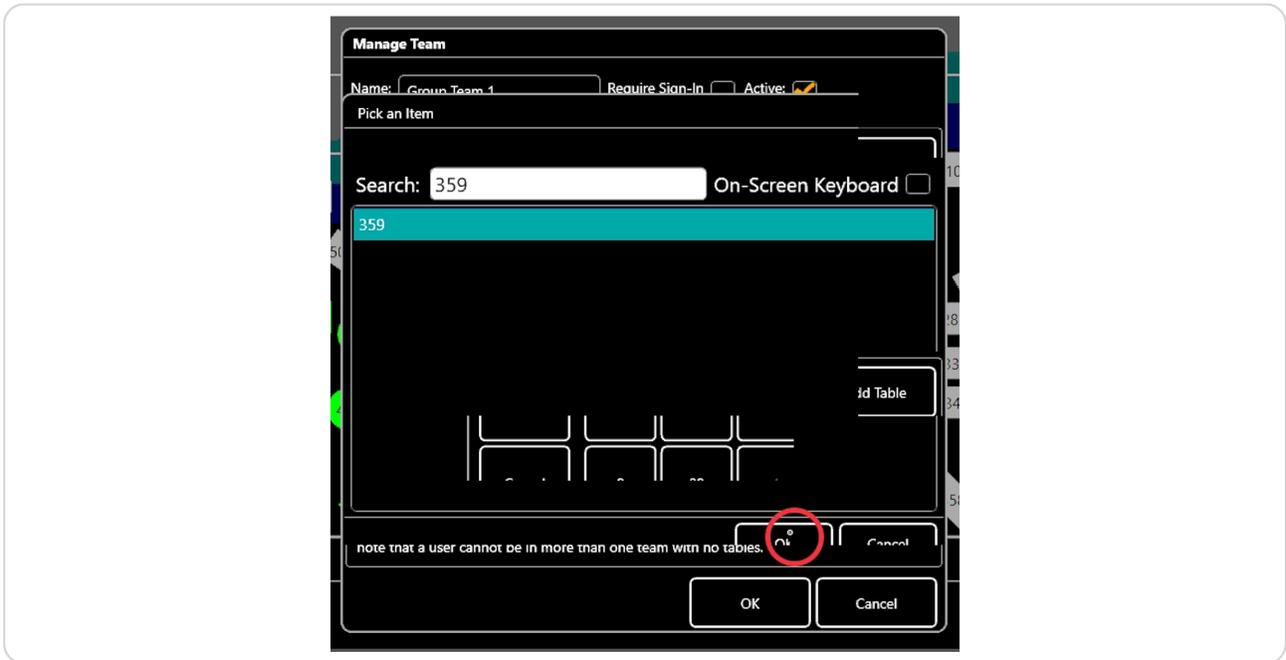
## STEP 16

You can search for a specific table, or select from the list



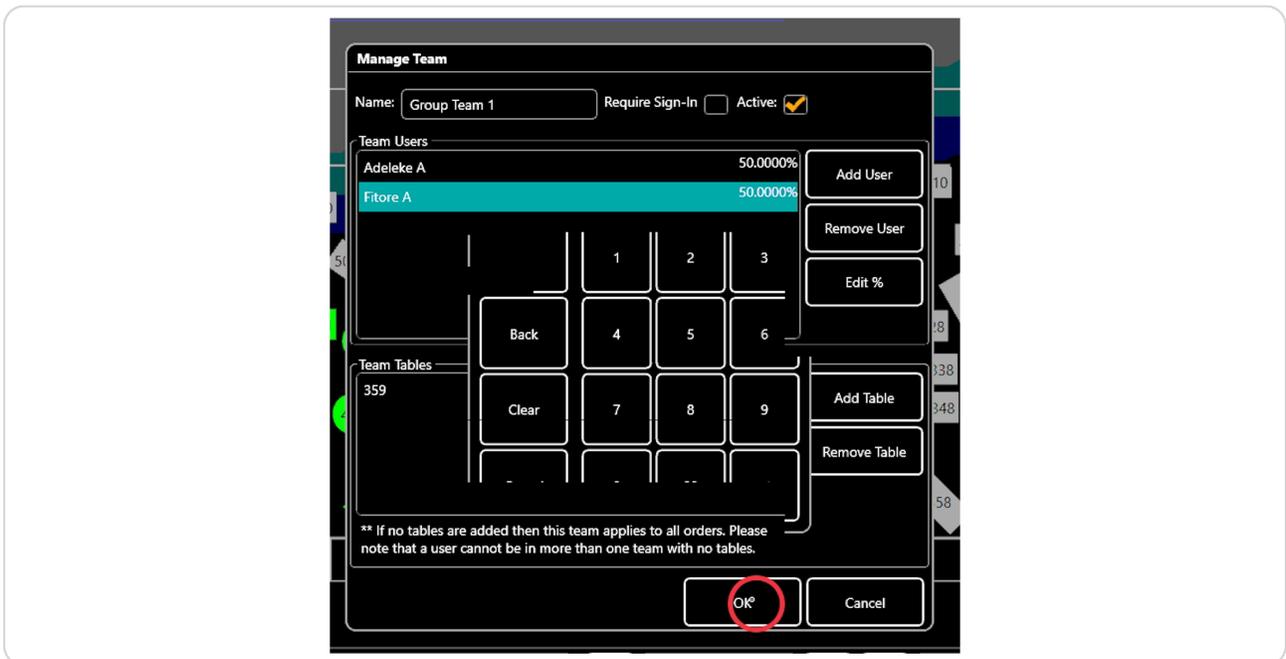
## STEP 17

Click here after selecting a table



## STEP 18

Click "OK"



STEP 19

Click "Cancel" to exit the "Staff Options"

