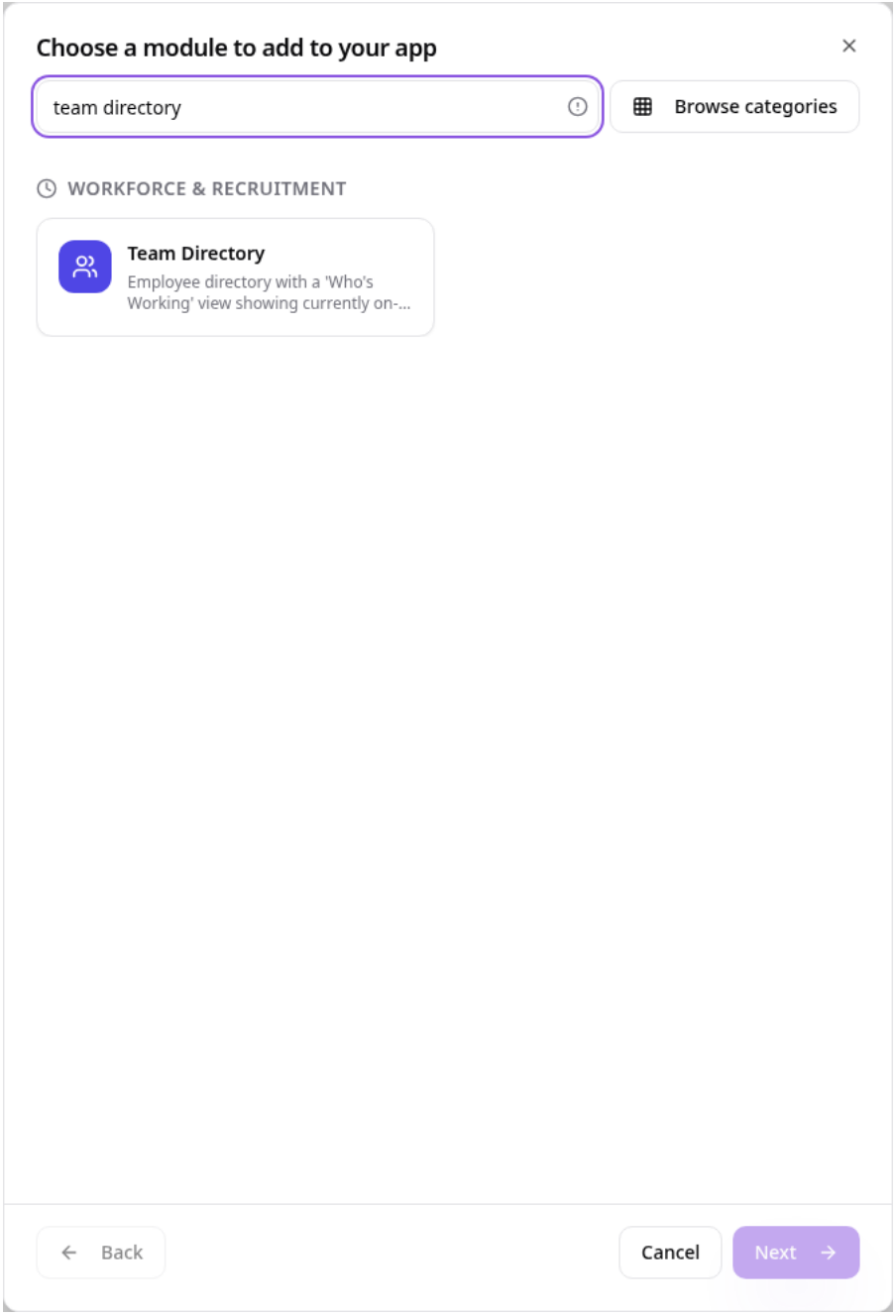
Show your people with Team Directory

1. Choose Team Directory

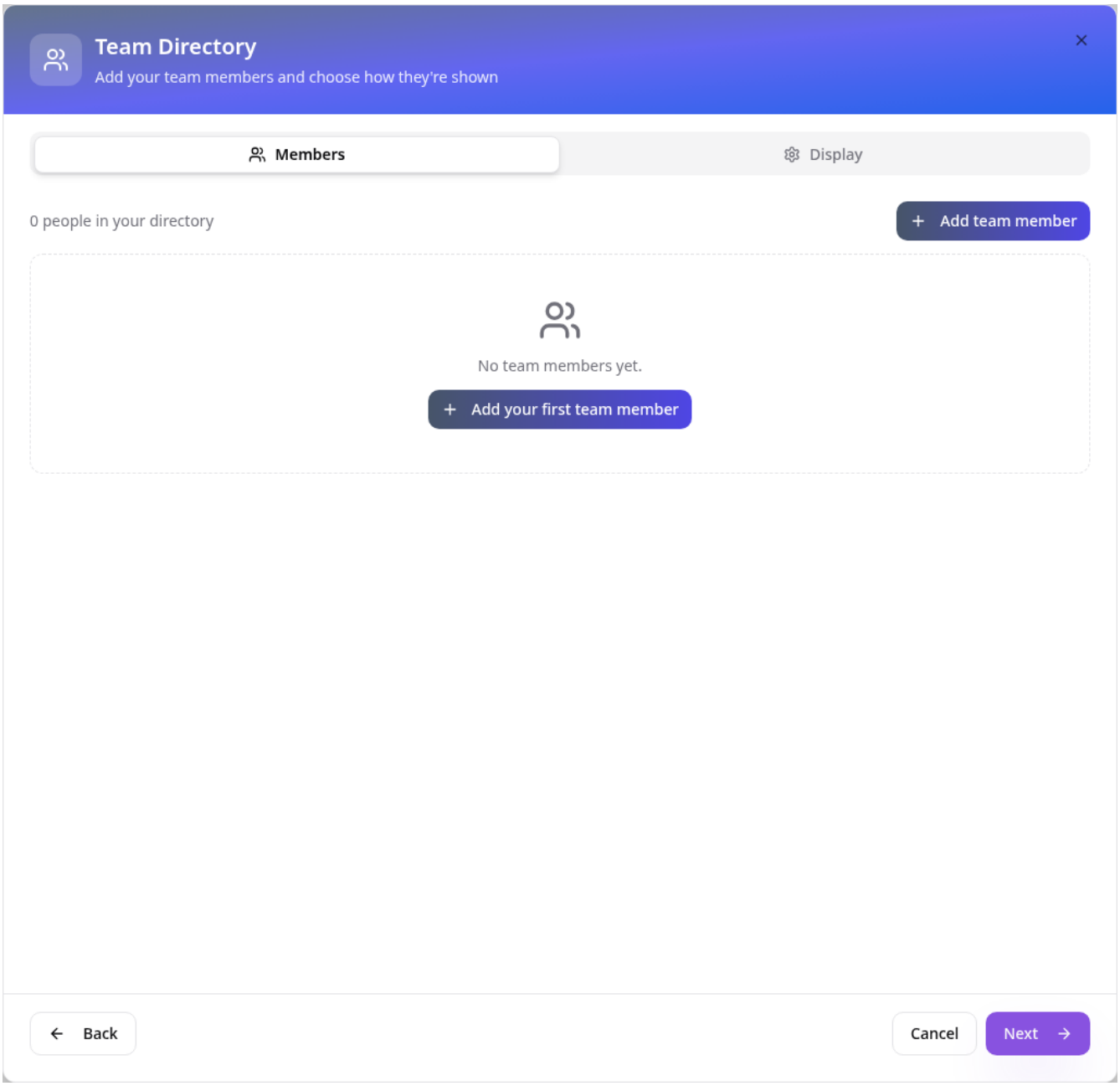
In Pages, tap Add Page or Function, search “team directory” and tap Team Directory.



Show your people with Team Directory

2. Add your first person

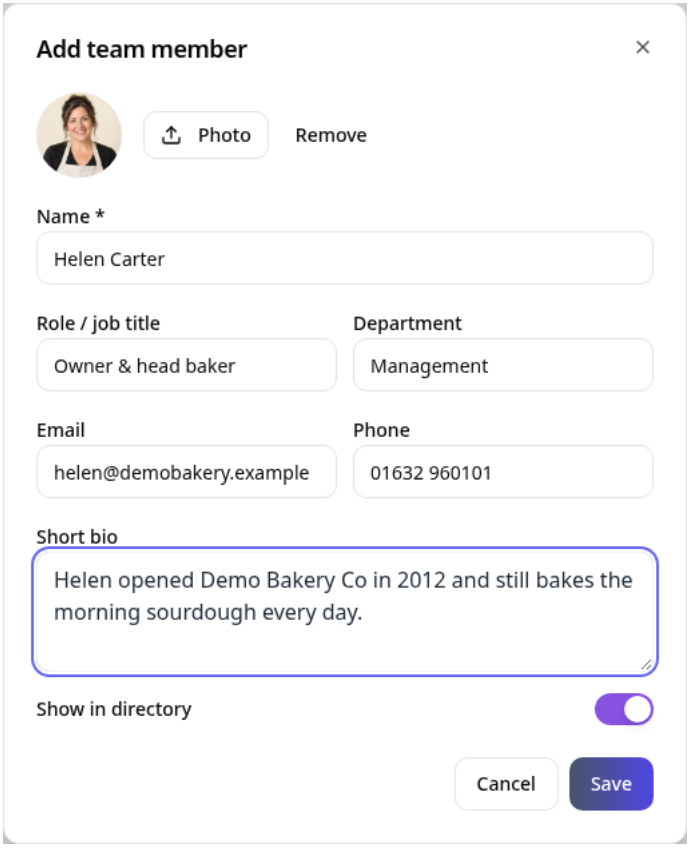
On the Members tab, tap Add your first team member.



Show your people with Team Directory

3. Fill in their details

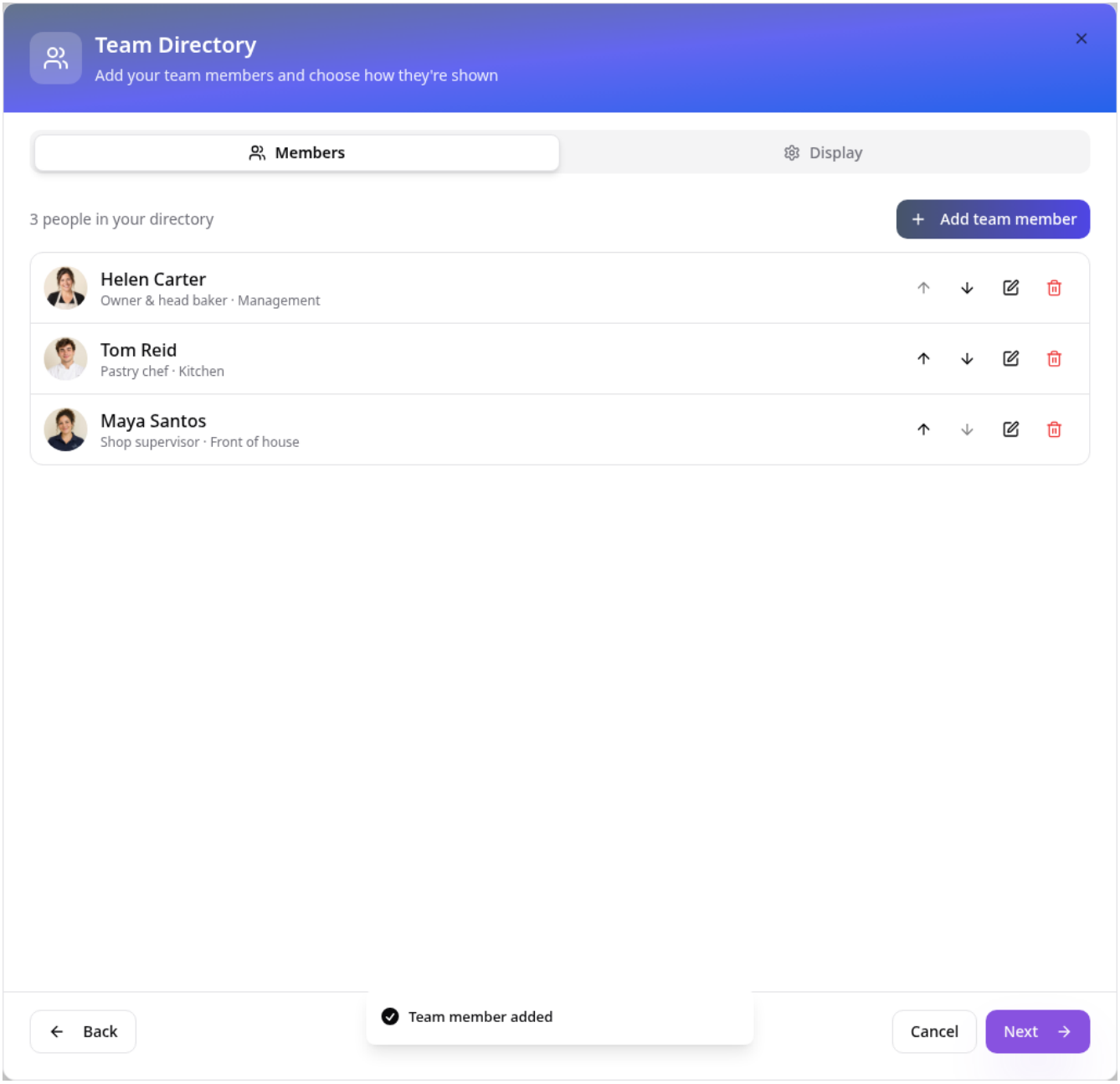
Add a photo, name, role, department, email, phone and a short bio, then tap Save. Turn off Show in directory to hide someone without deleting them.



Show your people with Team Directory

4. Build your team

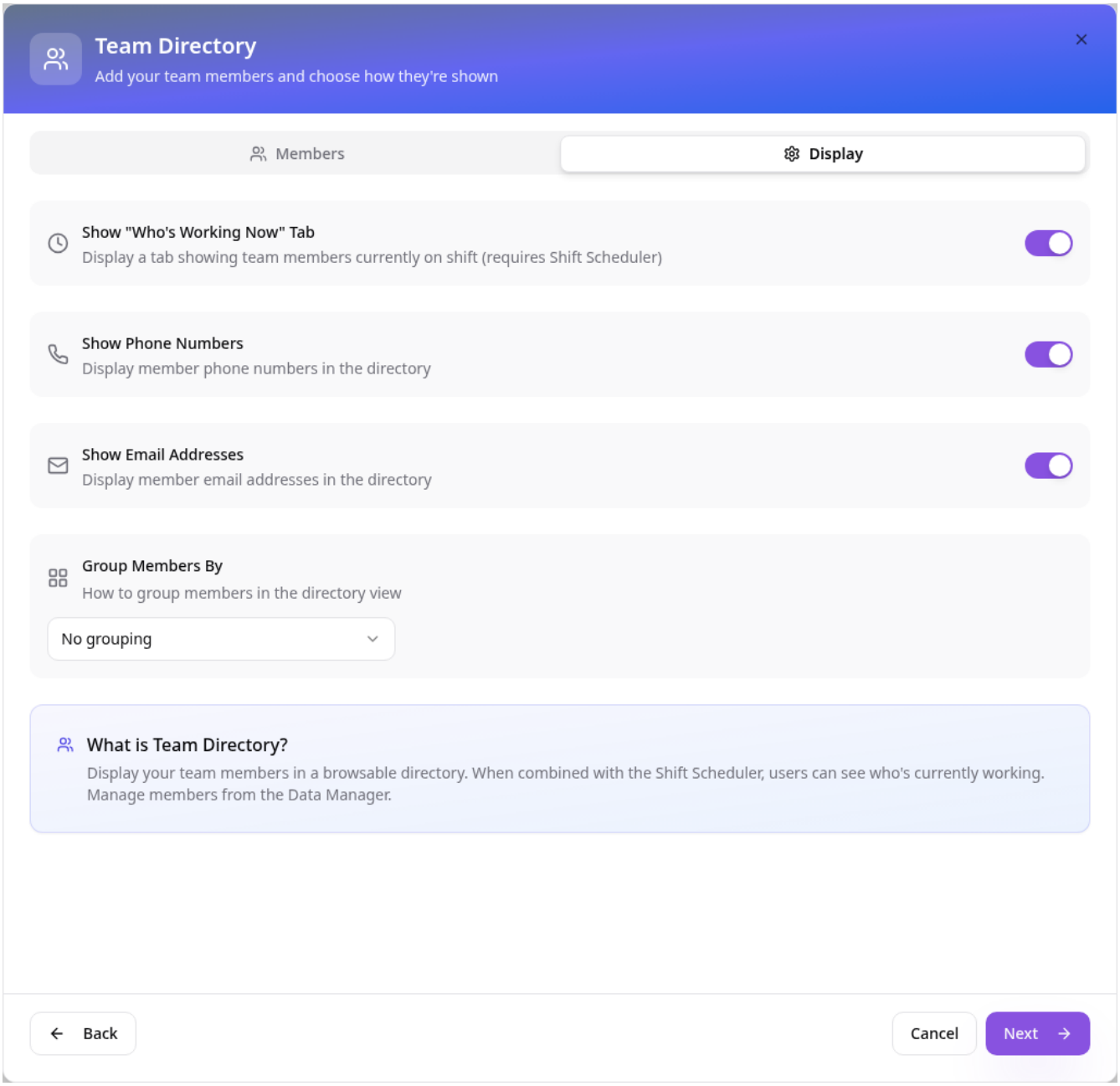
Repeat for everyone. Use the arrows to change the order, the pencil to edit and the bin to remove.



Show your people with Team Directory

5. Choose what's shown

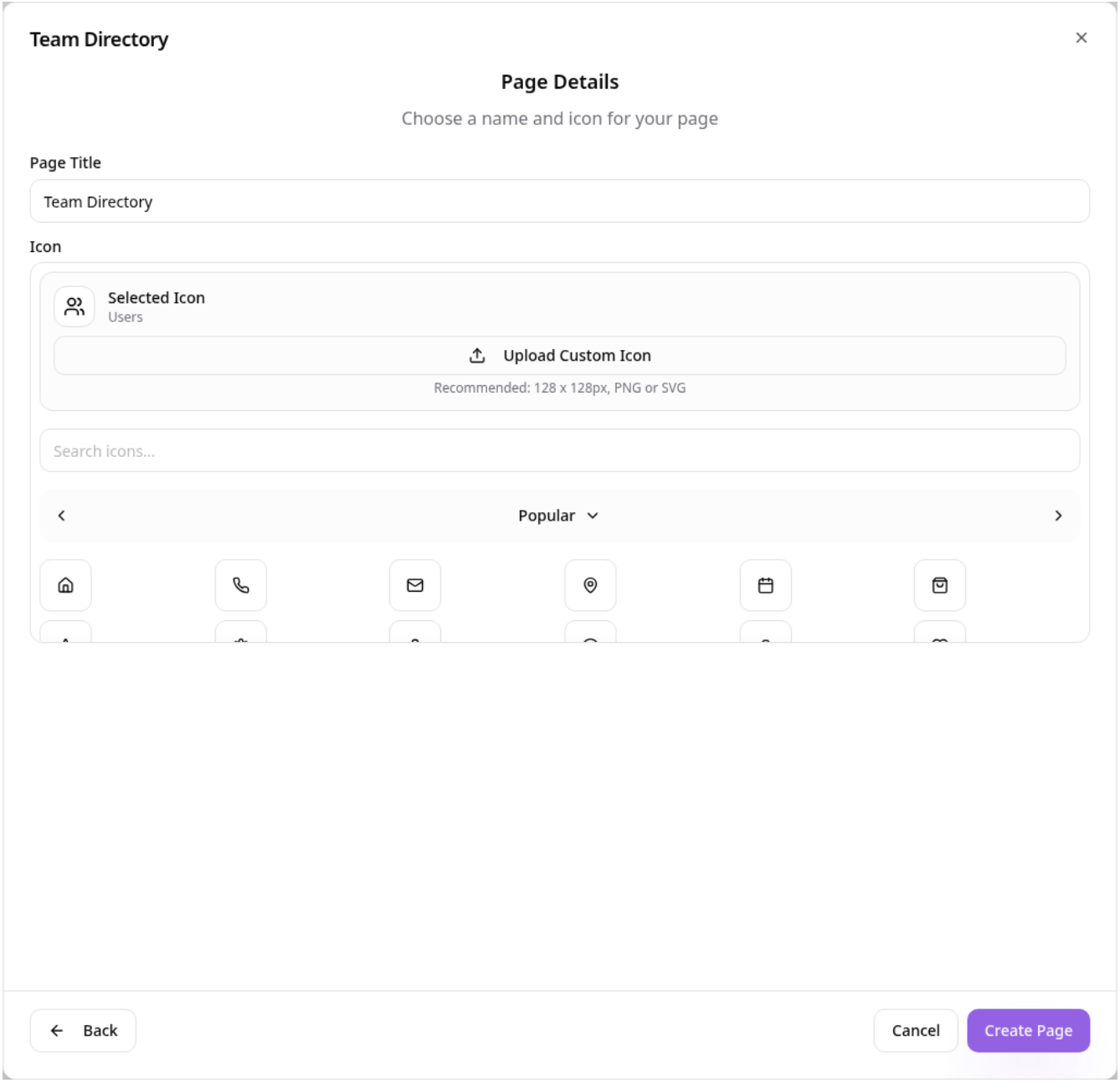
On Display, choose whether to show phone numbers and emails, and group people by department or role. Who's Working Now shows staff on shift when you also use Shift Scheduler.



Show your people with Team Directory

6. Name the page

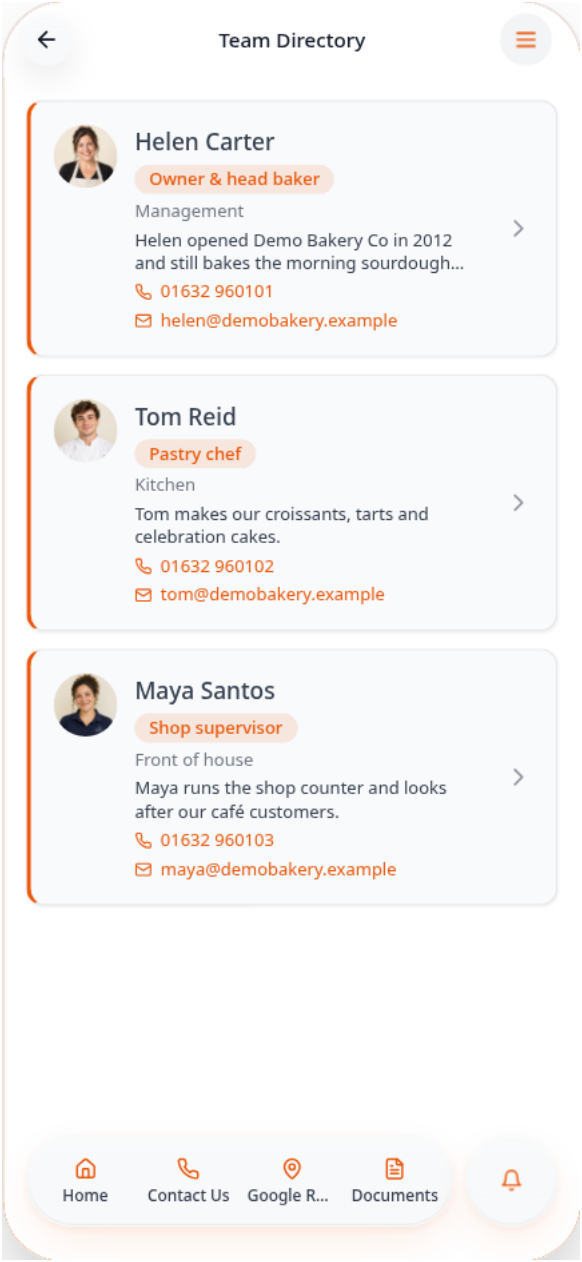
Tap Next, choose a page name and icon, then tap Create Page.



Show your people with Team Directory

7. See it in your app

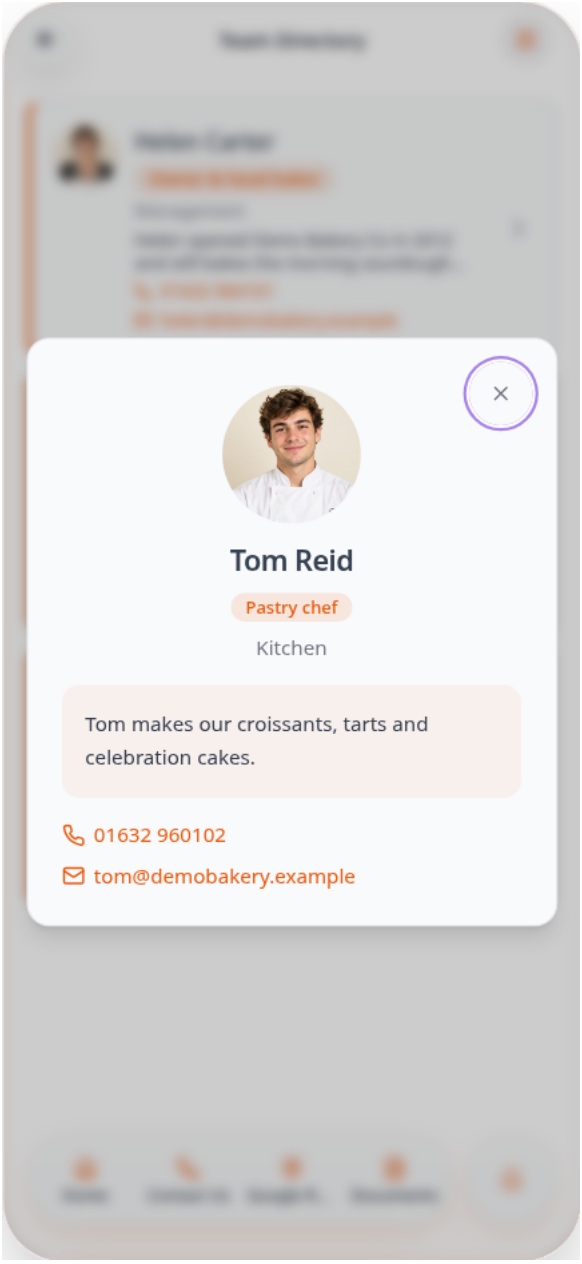
Your team appears as cards with photo, role and contact links.



Show your people with Team Directory

8. Open a profile

Tapping a card opens their full profile and bio. Tap the phone or email to get in touch.



Edit people any time from Edit Page Content. Changes show in your app straight away.