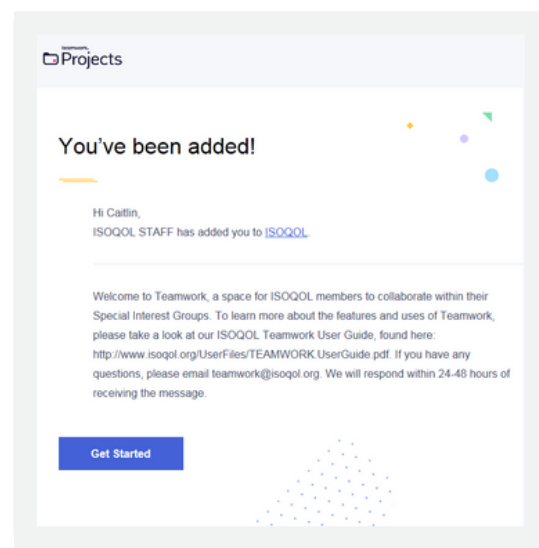# GETTING STARTED ON TEAMWORK.COM

You have joined ISOQOL Special Interest Groups – welcome! Teamwork is the communication and project management platform for Special Interest Groups (SIGs). ISOQOL committees and task forces also use Teamwork. Teamwork is designed to be universally accessible. It keeps track of ongoing conversations and collaborative projects, enabling any member to join in the latest efforts.

### *Logging In*

When you become an ISOQOL member, you will be prompted to select the SIGs you wish to join. Once you have made your selections, ISOQOL staff will add you as a user in Teamwork, and you will receive an email invitation from Teamwork. This can take up to 30 days. Email info@isoqol.org if you need immediate access.
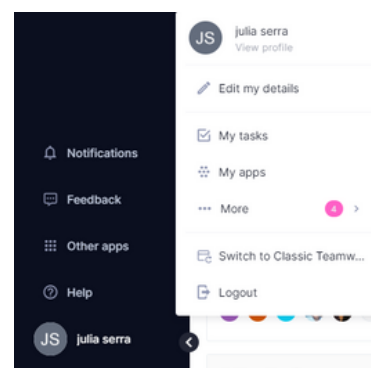
**Click the "Get Started" link in this email. Set your Teamwork password to log in and begin exploring and collaborating! Bookmark teamwork.isoqol.com for quick access.**

Please note that the Teamwork invitation will be sent to the email address you used when you became an ISOQOL member and paid your membership dues. If you have not received this email invitation within one month of selecting your SIGs, contact the ISOQOL office and staff will resend the invitation and address any access issues.

### *Editing Your Teamwork Profile*

Select the icon with your initials in the bottom left-hand corner of the home screen, then select "Edit My Details." Here you can edit notification preferences, add your photo, social media handles, bio, and more.

ISOQOL staff monitors Teamwork and keeps user information updated. If you wish to join or leave a SIG or update your contact information, please do so through your online member profile on the ISOQOL website. ISOQOL staff will then make the corresponding changes in the Teamwork platform. It may take 4-6 weeks for changes to be implemented. Contact the ISOQOL office if you need changes to be processed more quickly.

# TEAMWORK FUNCTIONS

Teamwork facilitates collaboration and networking between ISOQOL members through:

### Messages
Communicate with all members of your SIG at once: post a question, share your expertise, circulate a resource or event. Since ISOQOL staff keep Teamwork user information updated, you don't have to worry about having everyone's correct email address.

### Notebooks
Notebooks provide a shared space for brainstorming and collaborating. Many SIGs use Notebooks to workshop ideas in the process of a formal project.

### Files
This function hosts important documents, such as manuscript drafts and meeting agendas and notes. Storing these files on Teamwork ensures they are accessible to all SIG members; plus they don't take up space in your email or hard drive.

### Tasks
The Tasks function is a great way to manage a large project. Use Tasks to assign portions of the project to specific members, set and track deadlines, send reminders, and more.

### Milestones
Milestones can be added to update SIG members on the progress of certain initiatives, to commemorate important events, or to set goals and major dates.

# FOR MORE ASSISTANCE

Download the Teamwork App to use Teamwork on your mobile device. »

Visit the Frequently Asked Questions page on the ISOQOL website for quick answers to common issues with Teamwork. »

Find help docs in the Teamwork Support Center or reach out to their support team. »

You can also call or email the ISOQOL office for staff assistance:
+1 (414) 918-9797 | HOURS: 8:00 AM - 4:00 PM CENTRAL TIME (US)
INFO@ISOQOL.ORG

ISOQOL