Team Builder

Help Manual

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Button Functions

**Add:** This button allows you to quickly add team members. To use this function, input a single name in the Name Text Box and press the ‘Add’ button. Note: (Add can only input a single name at a time).

**Undo Name:** The purpose of this function is to allow you to undo a name from the Name Display Box in case there was an input error. For example, if you are using the program and you found that the last name you entered is not correct, you can click the ‘Undo Name’ button to erase the mistake.

**Create Group:** The ‘Create Group’ button is what you will be using as the final step to create their teams. This function has two requirements, with those being names and group size. Before pressing this button make sure that the desired team names from the ‘Add’ button have been added. After that has been checked, make sure to enter a Max Team Size in the Team Size Text Box. It is now ready to create a group.

**Clear:** This button will reset the entire form when pressed. (Useful for creating another group or team). ‘Clear’ will not delete any saved documents.

Menu Tabs

**Help:** The ‘Help’ tab is designed purposefully for you to quickly access important features if you are having trouble. If you are still having issues after clicking and referencing the help tab, you should follow the demonstrations in this help manual, starting on page #.

**Open:** This addition makes it simple to access any documents compatible with the ‘Team Builder’ application. To use this feature, click on the ‘Open’ tab and direct the application to the document that should be opened.

**Save As:** The purpose of this tab is so that you can save any document and pick where that document will be saved. This makes it easier for you to save all documents in the same place for easy access. To use the ‘Save As’ feature, click on the ‘Save As’ tab and a window will pop up. You can specify where the document should be saved, and the application will then save the document to that location.

Demonstrations

Add Button Demonstration

Graphical user interface, text

Description automatically generated

If you are manually creating a list of names without opening a list from a file, simply type in a Name in the Name Text Box. If you are not manually creating a list of Names, you can follow the Open Tab Menu Demonstration on Page 13.

Graphical user interface, application

Description automatically generated

After typing in a Name into the Name Text Box, simply click the Add Button or press enter and the Name should appear in the Name Display Box.

Graphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

Make sure that you have a Name in the Name Text Box before clicking on the Add Button. Otherwise, you will get this error message.

Graphical user interface, application

Description automatically generated

Undo Name Button Demonstration

Graphical user interface, text

Description automatically generated

If you want to undo a Name from the Name Display Box, simply click on the Undo Name Button, and the first name should be undone.

Graphical user interface, application

Description automatically generated

Your Name Display Box should look something like this.

**Before**

**Graphical user interface, application

Description automatically generated**

**After**

A picture containing shape

Description automatically generated

The only time you will not be able to use the Undo Button, is when you have no Names in the Name Display Box. Otherwise, you will get an error message saying there are no names in the Name Text Box.

Graphical user interface, text, application, chat or text message

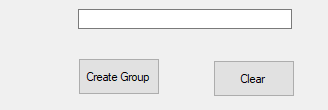
Description automatically generated

Create Group Button Demonstration

Graphical user interface, text

Description automatically generated

If you have not added your Names to the Name Display Box, you can follow the Add Button Demonstration on Page 5. Once you have added your Names to the Name Text Box, you can enter a Maximum Team Size in the Team Size Text Box.



The Team Size Text Box will allow you to enter how big you want each of your Teams to be. Once you have entered a Team Size, click on the Create Group Button, and you should have a list of groups in the Group Display Box.

Graphical user interface, application

Description automatically generated

Graphical user interface, application

Description automatically generated

When creating a group, you will need to have a list of Names in the Name Display Box, along with a Team Size that is a Number Value. Otherwise, you will get this error message.

Graphical user interface, text

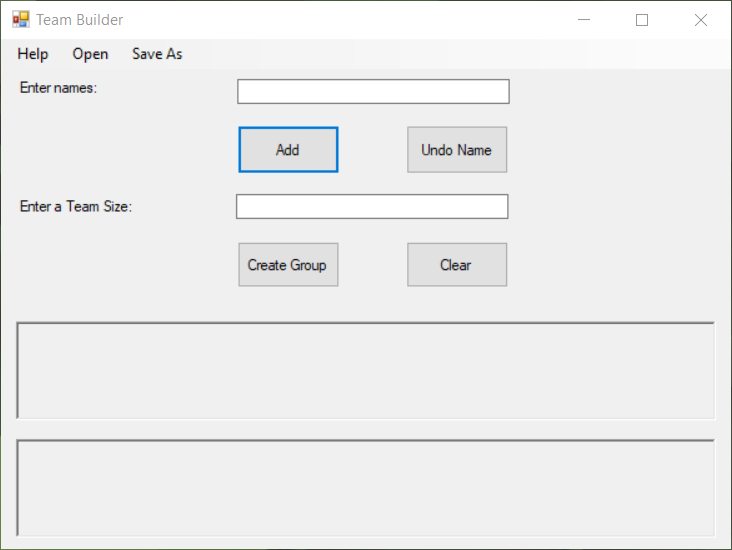
Description automatically generated

If you type something else into the text box that is not a number. This error message will pop up instead.

Graphical user interface, text, application

Description automatically generated

Clear Button Demonstration



If you want to reset your Name and Team Size Text Boxes along with your Display Boxes, simply click the Clear Button.

Graphical user interface, application

Description automatically generated

Your Display Should look something like this.

**Before**

**Graphical user interface, text, application

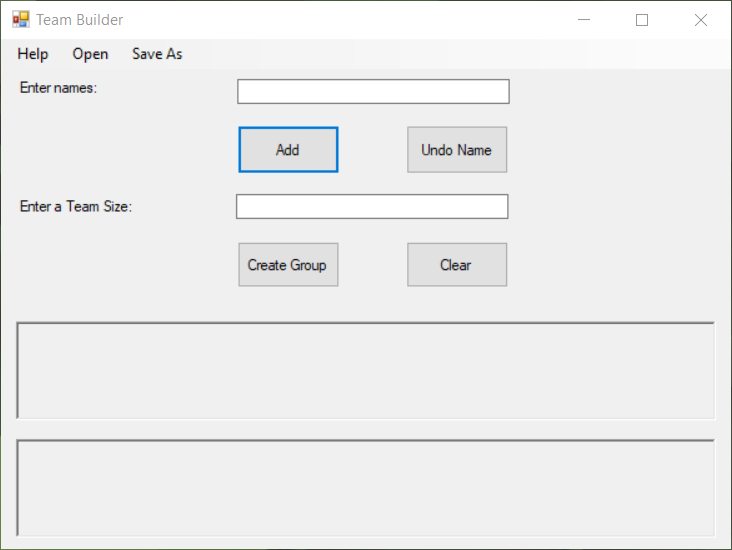
Description automatically generated**

**After**

**Graphical user interface, text

Description automatically generated**

Open Tab Demonstration



When opening a list of Names into the program, the list of Names must be in a Text File or .txt, and the Names must be in the format given in the image below. If you haven’t created a Text File before, you can go follow the Opening and Saving a Text File on Page 20.

Graphical user interface, text, application, email

Description automatically generated

The Team Builder Program is designed to detect one space between each Name, in order for the program to split up the Names, and display them in the Name Display Box. As a result, the format above must be followed, otherwise the program will think that the word after a space is a Name, and the word before that space is a separate Name. Which may not be true if you have a list of first and last names. After you have a Text File with the proper format saved on your PC, click the Open Menu Tab.

Graphical user interface, application

Description automatically generated

Once you have clicked the Open File Tab, a pop-up File Menu will appear, similar to the one below.

A screenshot of a computer

Description automatically generated with medium confidence

After this File Menu appears, you can navigate through the menu to find the file you want. When you find your file, click the Open Button. For Demonstration purposes, we will be using the Sample Name File.txt.

A screenshot of a computer

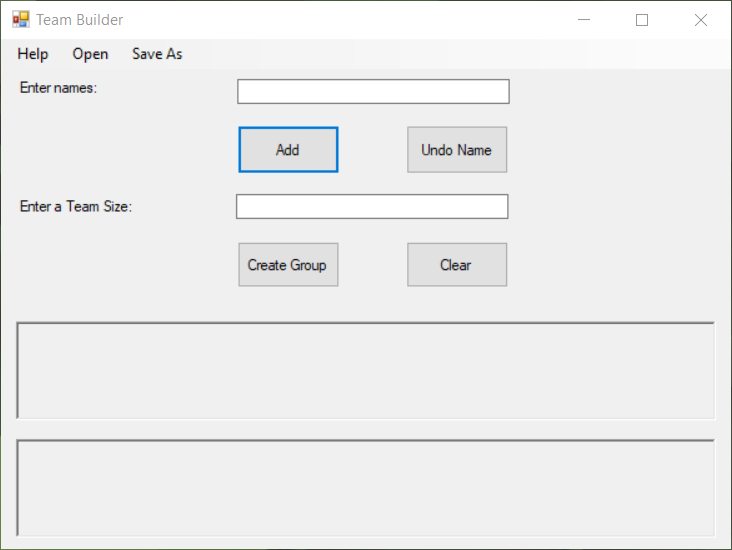
Description automatically generated with medium confidence

Once you click on the Open Button, your list of Names should appear in the Name Display Box. Your display should look something like this.

Graphical user interface, text, application, email

Description automatically generated

Save As Tab Demonstration



Once you have created your Teams, click on the Save As Menu Tab. If you have not created your Teams yet, you can follow the Create Group Button Demonstration on Page 9.

Graphical user interface, application

Description automatically generated

After you have clicked on the Save As Menu Tab, a pop-up File Menu will appear, similar to the one below.

A screenshot of a computer

Description automatically generated with medium confidence

Once the File Menu appears, you can navigate through the menu, and save your file to the appropriate destination of your choosing, by clicking the Save Button. You can also rename the file if you would like. For demonstration purposes, we will leave the file named how it is.

A screenshot of a computer

Description automatically generated with medium confidence

If you open your Text File that you have saved, it should display your Teams in this format.

Graphical user interface, text, application, email

Description automatically generated

Opening and Saving a Text File Demonstration

There are many different ways in which a person using Windows 10 can create, edit, and save a Text File. For this Demonstration, we will be using a default Windows program called Notepad. If you prefer a different text editor, you can simply go online and search up “Text Editor” in the search bar. Please Note: if you download a different text editor, it won’t be Demonstrated in this help Manual.

In order to open the program Notepad, simply go to the Windows search bar, or click on the Windows 10 Icon with your keyboard or mouse/mousepad.

Graphical user interface

Description automatically generated

Once you click on the Windows button, type in Notepad into the search bar, and you should get this result.

Graphical user interface, application

Description automatically generated

You can also right click on the program and select the option “Pin to taskbar” if you want to use this program in the future.

Graphical user interface, application

Description automatically generated

A screenshot of a video game

Description automatically generated with medium confidence

Once you have searched or pinned Notepad to your taskbar, simply click on the program in either fashion to open it.

Graphical user interface, application

Description automatically generated

**OR**

**A picture containing text, electronics, computer, display

Description automatically generated**

Once you click on the program, the program will load similar to the image below.

Graphical user interface

Description automatically generated

In order to type inside the program, simply click on the white space and start typing.

Graphical user interface, text, application, email

Description automatically generated

If you want to know what the proper format is for the Team Builder Program, you can follow the Open Menu Tab Demonstration on Page 13.

If you are looking to save your Text File in Notepad for a later date, simply click on the File Tab and go to the Save As Tab and click on it.

Graphical user interface, text

Description automatically generated

Graphical user interface, application, Word

Description automatically generated

Once you hit the Save As Tab, a pop-up File Menu will appear, similar to the one below.

A screenshot of a computer

Description automatically generated with medium confidence

Once the File Menu appears, you can navigate through the menu, and save your file to the appropriate destination of your choosing, by clicking the Save Button. You can also rename the file if you would like. For demonstration purposes, we will name the file Test.txt.

A screenshot of a computer

Description automatically generated with medium confidence

If you want to open your file again, simply navigate through File Explorer to find your file, then double click on the file to open it. For Demonstration purposes again, we will double click the Test.txt File.

A screenshot of a computer

Description automatically generated with medium confidence

Your file should be opened to where you left off in Notepad.

Graphical user interface, text, application, email

Description automatically generated