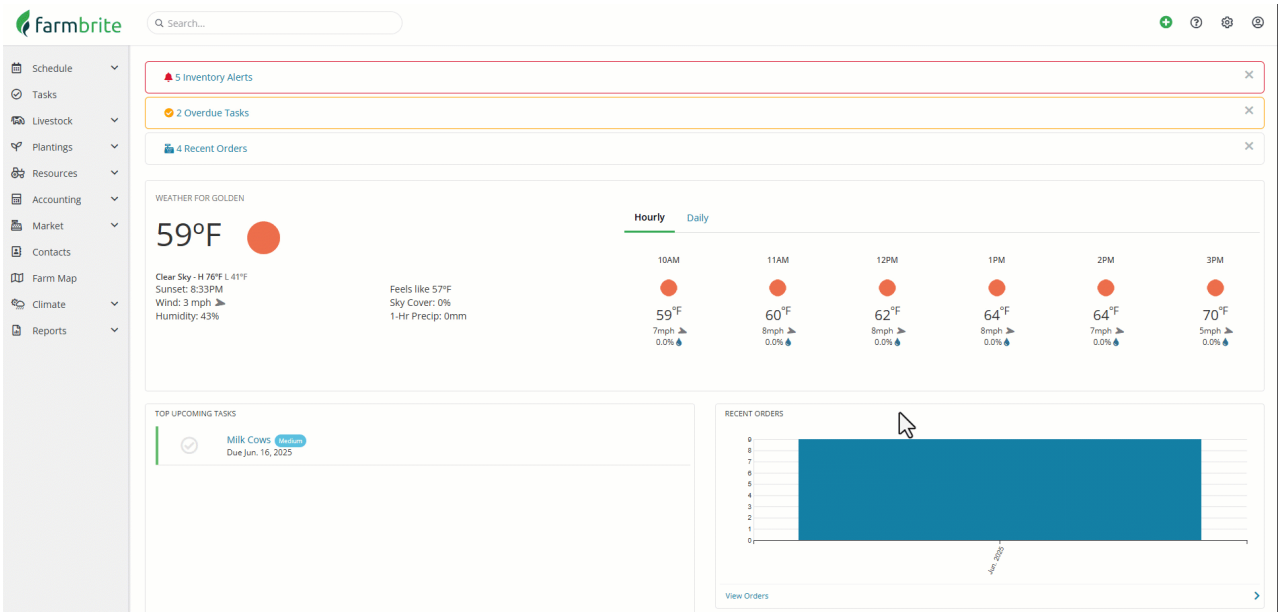
Working with Teams

Last Modified on 07/23/2025 12:15 pm MDT

If you have groups of staff that routinely work together on tasks and events, you can create teams to connect them and streamline those assignments. Maybe you have a morning and afternoon crews that routinely take on similar tasks based on the time of day they work. How about specialized teams that work on certain aspects of your business, like a harvesting group, mechanics in the shop, or farmers market workers that always attend your events. Or perhaps you might even have different locations across multiple areas, with different staff working each farm. No matter how you want to organize them, Farmbrite can help you connect users together in teams to streamline your farm work assignments.

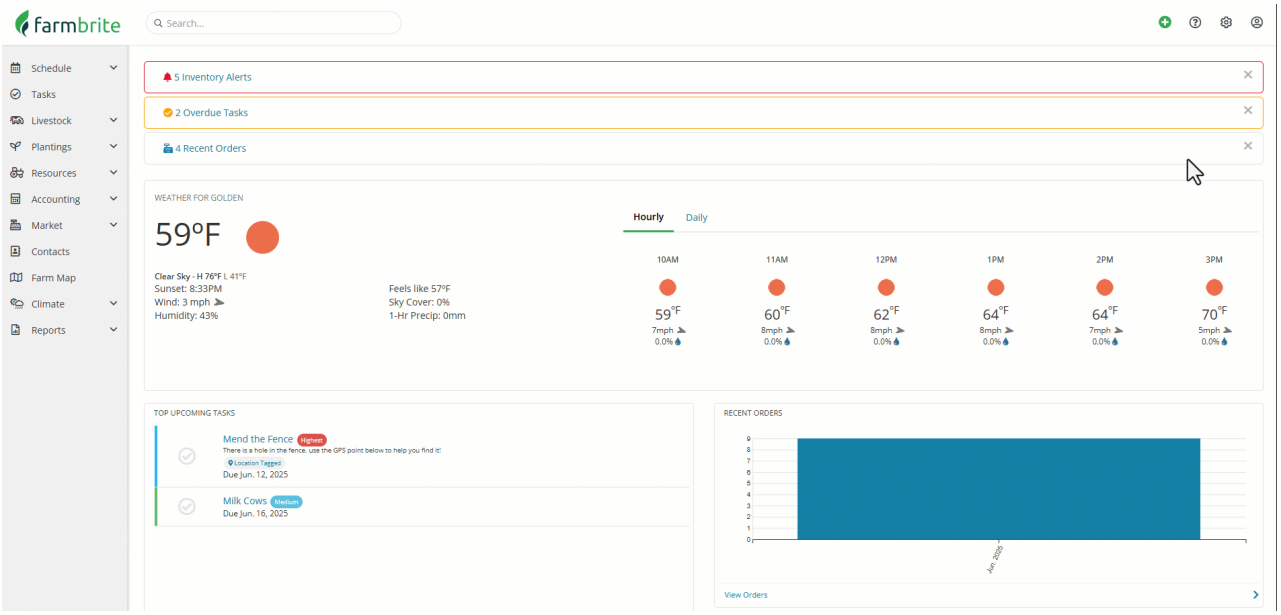
Creating Teams

To define your different teams, navigate to Settings (gear icon) and then select Teams. Just select New Team, and give your team a name. From there you can select your team members and save. In our example below we create a new team for Aurora Farms, a separate location from our other farms with it's own staff members.



Adding Users to Teams from their Profile

Once you have created your teams, you can also add users to them directly from the user profile. Go to Settings and select User, and then pick the Team Membership tab from their profile. You can select what teams they should be included in here and then save. In our example below, we add a new staff member Bobby to the Aurora Farms team we created in the example above.

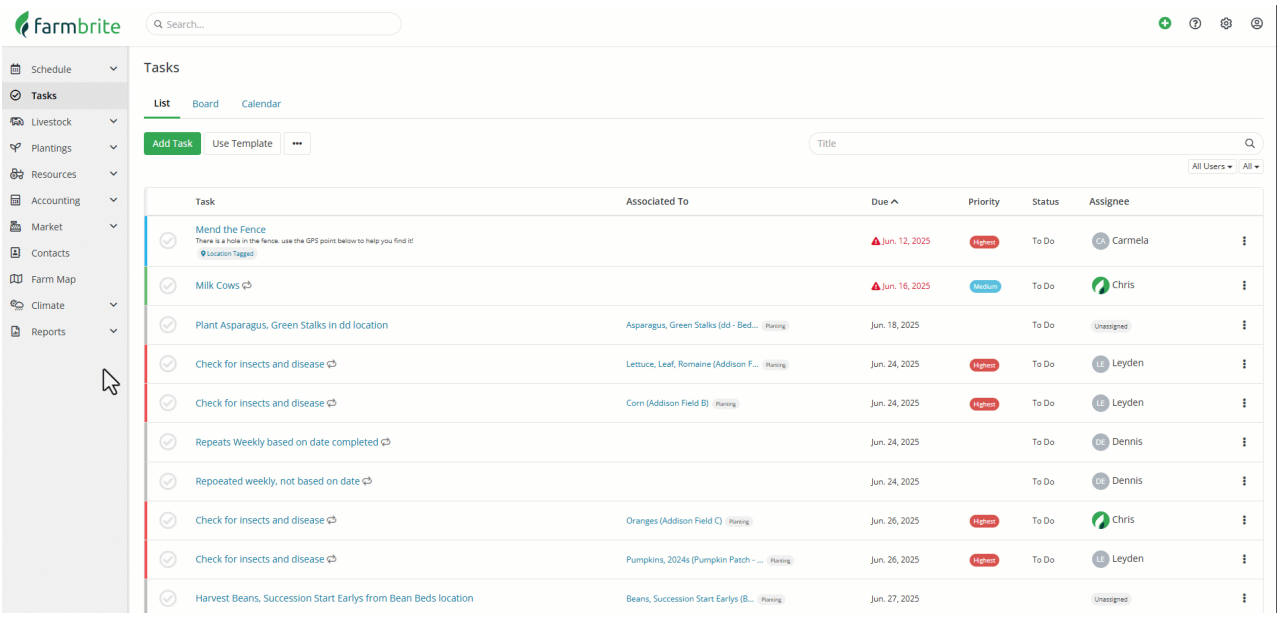


You can add users to teams via either method. The end results is the same; it is up to you which one you find easier for your immediate needs!

Using Teams for Tasks and Events

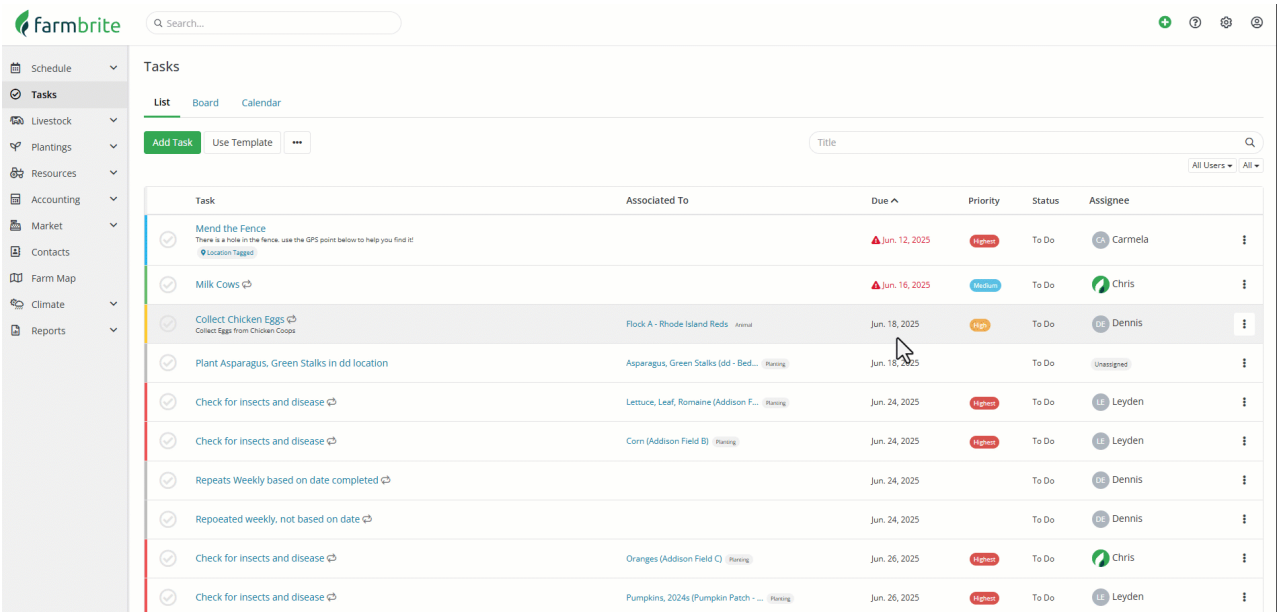
After you have created your teams and assigned users to them, you can now use the teams when creating tasks and events. You'll see a dropdown menu to select a team on both of them. You can still assign a main assignee as well, which could be used to designate a team member who ultimately responsible for the task. All team members will receive emailed alerts that the task was assigned to them, and mobile push notifications as well if they have those enabled. You can also add a team selection totask templates and series.

In the example below, we create a task for collect eggs that is assigned to the morning team, while still assigning the overall responsibility to our manager Dennis.



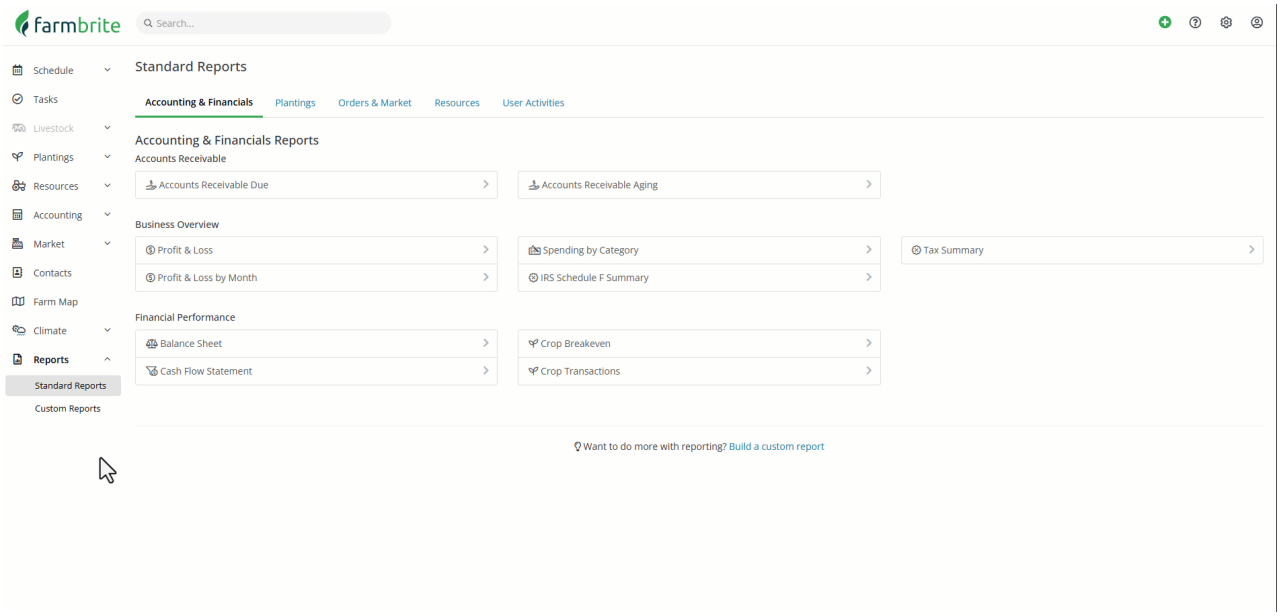
Filtering for Task and Event Assignments

You'll also see Teams listed in the task and events filters. You can use this to see all task sand events that are assigned to that team. Be aware that team tasks and events will also be shown when filtering for specific team members. In our example below, you'll see the tasks filtered for the Morning Crew team, and then for Dennis, and then lastly for Newt, a member of that team.



Reporting on Teams

You'll also be able to report on tasks assigned to teams and collaborators. There are columns for both of these fields included on the Task Due, Task Completed, and Schedule Reports. In addition to that, you'll be able to add these fields to custom reports too!



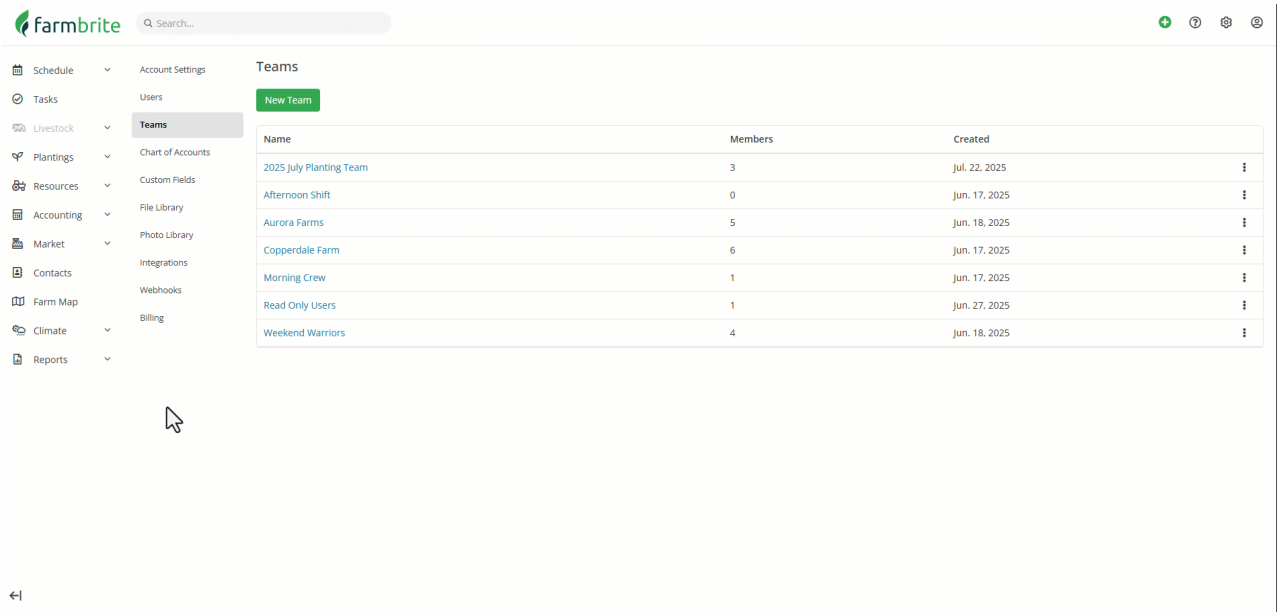
Disabling Teams

Teams can change! You already know that you can continuously add or remove users from a team, but you can also disable the team overall if you don't think you'll use it in the future. This could also be a useful tool if you'd like to retain the history of who was on a team for a given period. For example, you might use a

"2025 Farmhand Team" for that season, and then disable it and create a "2026 Farmhand Team) with updated users next year.

Disabled teams are still associated with their previous tasks in the reports outlined above, but will no longer be shown in filters and assignment lists when viewing and updating your tasks. *One important detail: If you disable the team and then edit a task that was assigned to it, the connection to the disabled team will be lost. Be careful; you likely don't want to disable a team until you are done working with their tasks entirely.*

To disable a team, simply navigate to Teams, edit the existing team, and check the box to Disable Team. The team will no longer be displayed when filtering tasks and events, and you won't be able to assign new tasks to that team.



Let us know if you have any questions as you explore this feature!