# GovTEAMS OFFICIAL

creately

Contents

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Overview

Creately is a visual collaboration platform that helps teams ideate, plan and execute all their work. Use Creately to brainstorm, visualise ideas, map processes, plan and run projects together with its smart visual canvas.

Creately is included for free as part of your GovTEAMS membership.

From idea to execution

- Whiteboarding and brainstorming tools.
- Create diagrams, sketch, stickies, rich notes, references and more.
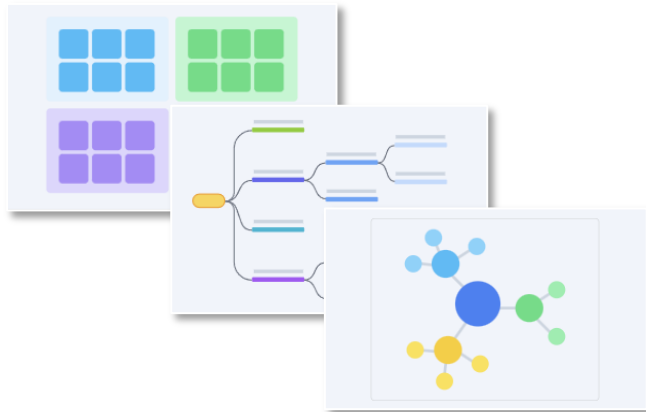
Visualise strategies and plans

- Visual strategic frameworks and design thinking templates.
- Define goals, prioritise effort and plan.
- Visually communicate processes and workflows.
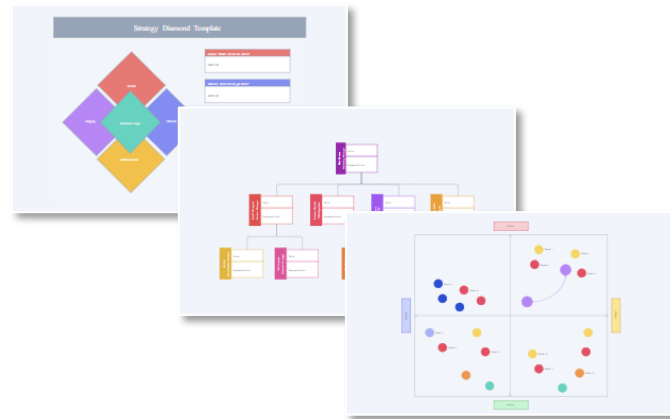
Advanced project management

- Gantt charts, kanban boards, priority grids and more.
- Assign tasks, tack progress, set due dates and coordinate work.
- Visual command centre to manage projects.
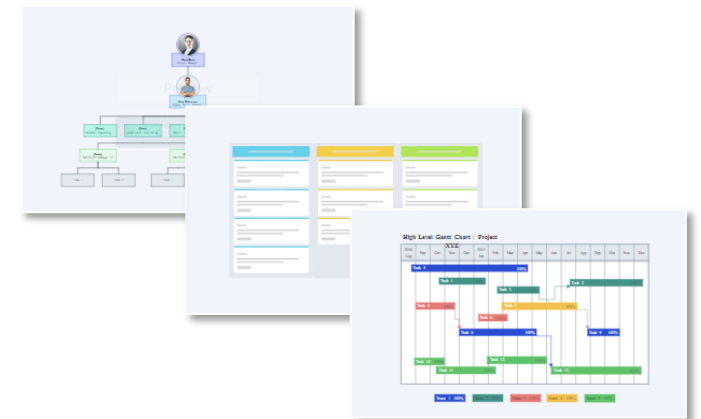
Sign in to Creately

Creately is included for free with GovTEAMS Full Access and Partner memberships. If you are a new GovTEAMS member, please wait one hour from the time you created your GovTEAMS account before trying to access Creately.
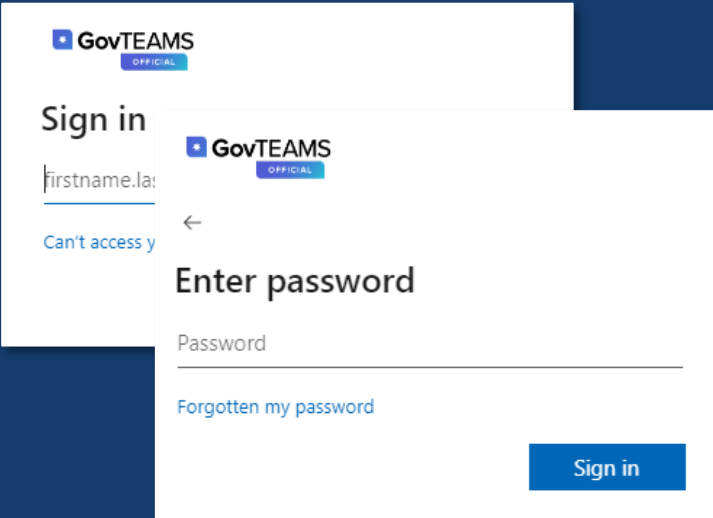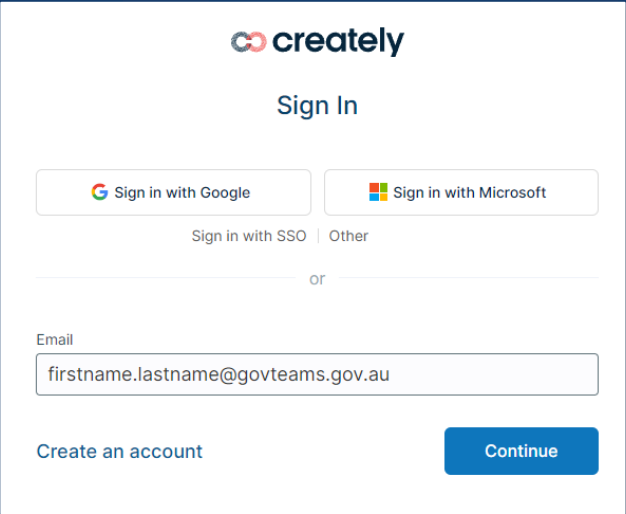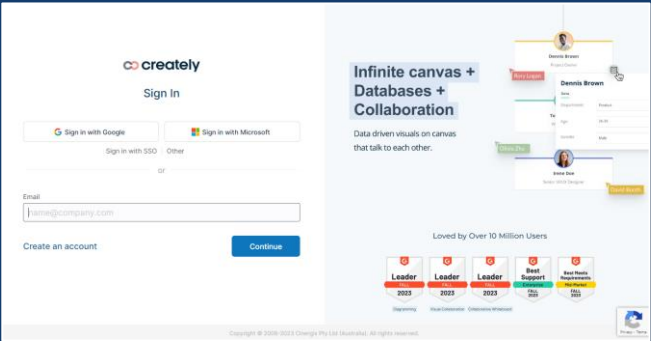
1 Go to the Creately sign in page.

2 Enter your GovTEAMS username (ending in govteams.gov.au) and select Continue.

3 If prompted, sign in with your GovTEAMS username and password.

Navigating Creately

Workspace name

Export options

People who have access

Open menu

Comments

Untitled Workspace   Export ▾   👥 Share   S   ⋮   💬

Share workspace

Your tasks   Databases   Notifications

Account settings and more.

Folders and workspaces

📁 Folders   ☰ Tasks   🗄 Data   🔔 Alerts   ⋮ More

Workspaces

🔍 Search Items

🕐 Recently Edited

Folders   📂 Personal   ⊕   Add folder

▸ Home

▾ My Stuff   ⊕   ⋮

Workspaces   My workspace   ⋮   Duplicate or delete workspace

📋 GovTEAMS OFFICIAL   ⊕

Start

Step 1

Decision   Yes   Step 2

No

End

Add templates, shapes and more

Select   Undo   Zoom

☁   ▸   ✛   ↶   ↷   100%   ⌨   ❓   Help

Tools

Save status   Move   Redo   Keyboard shortcuts

Create a workspace

You must be a Full Access Member or Partner to create a workspace.

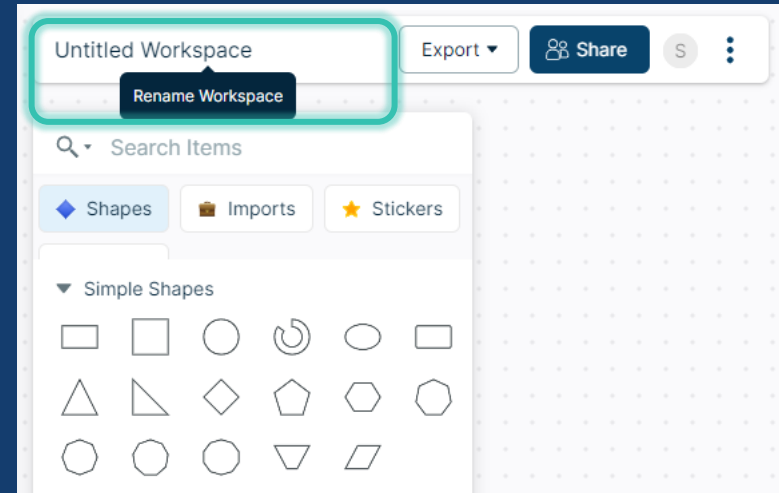**1** In the left sidebar, hover your mouse over the folder you want to add the workspace to and select the Plus icon.
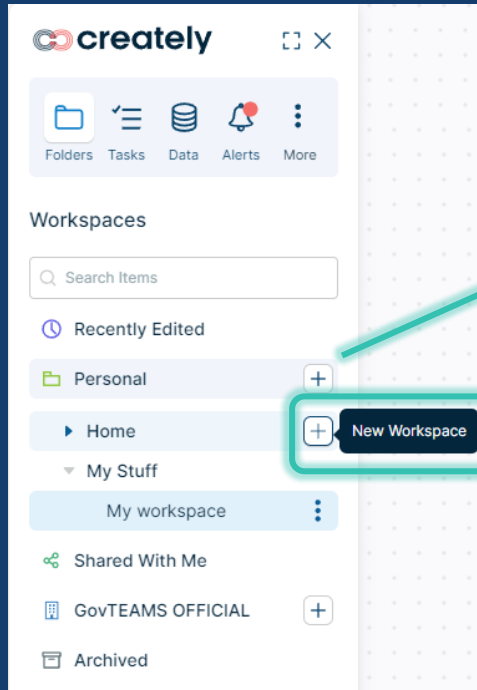
2 Name your workspace by clicking in the top toolbar.

Add new folder

You may need to refresh your page to see the new workspace in the left sidebar.

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Share your workspace with GovTEAMS members

You must be a Full Access Member or Partner to share your workspace. Workspaces can be shared with GovTEAMS Members and Partners by inviting their GovTEAMS username (firstname.lastname@govteams.gov.au). Email notifications are coming soon.

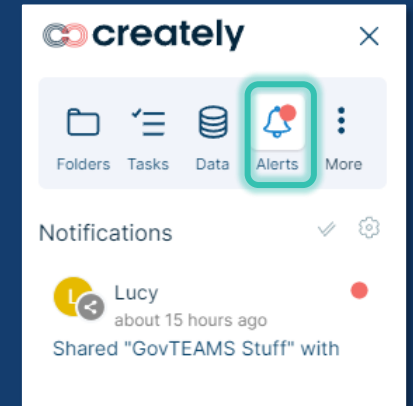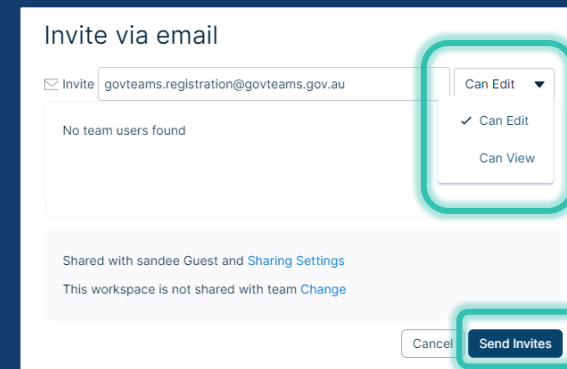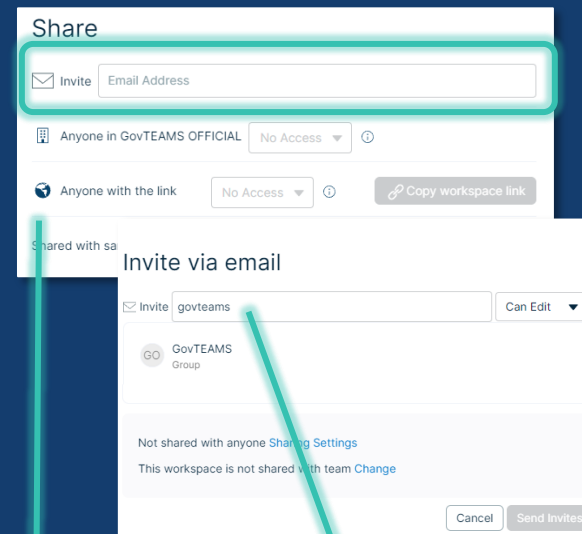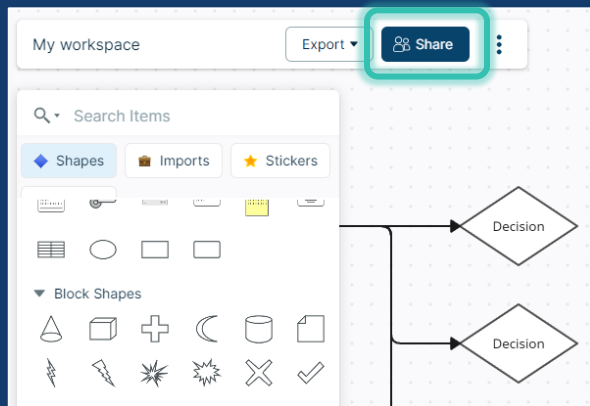**1** Open your workspace and select Share

2 Start typing the GovTEAMS email address of the person you want to share with and select from the list.

3 Select if they can edit or view. Click Send Invites.

4 A notification will be displayed for the person the workspace was shared with.

"Anyone in GovTEAMS Official", and "Anyone with the link" share options are not enabled for security reasons.

If inviting a GovTEAMS guest, you will need to enter their full email address. They must have a GovTEAMS guest account before the workspace can be shared with them.

Share your workspace with GovTEAMS Guests

You must be a Full Access member or Partner to share your workspace. Workspaces can be shared with external members/guests but they must have a GovTEAMS Guest account before the workspace can be shared with them.

1 Check that the person is a member of your community using the GovTEAMS dashboard. If not, invite them (which will prompt them to create a GovTEAMS account if they do not have one already).
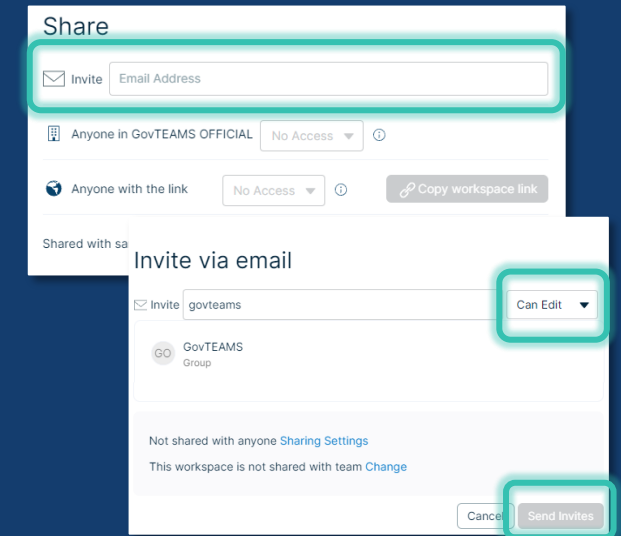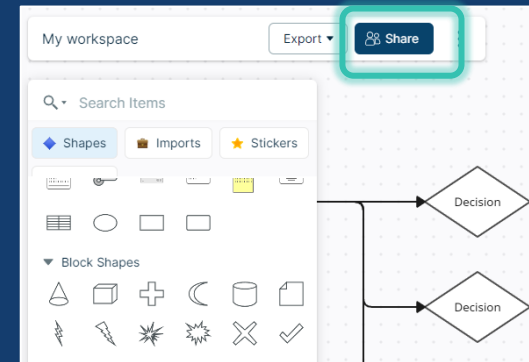
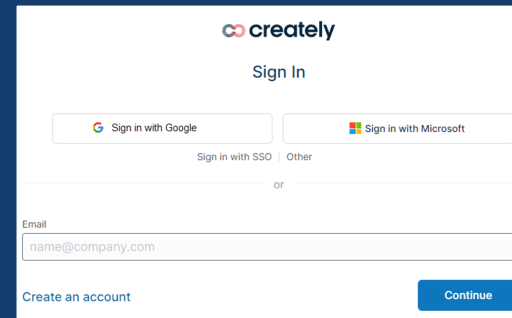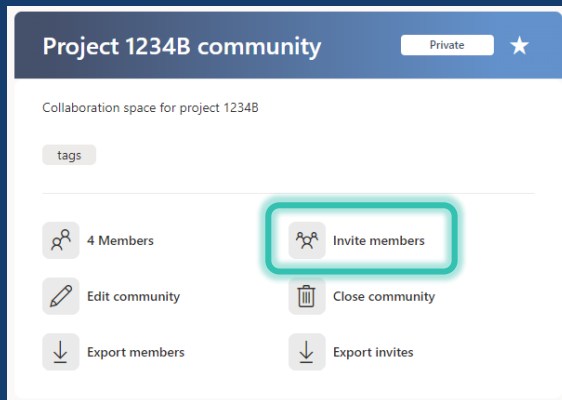**2** Once the account has been created, the guest will need to wait 1 hour before registering a Creately account.

3 In Creately, open your workspace and click Share.

4 Enter the guest's email address and select if they can edit or view. Click Send Invites.
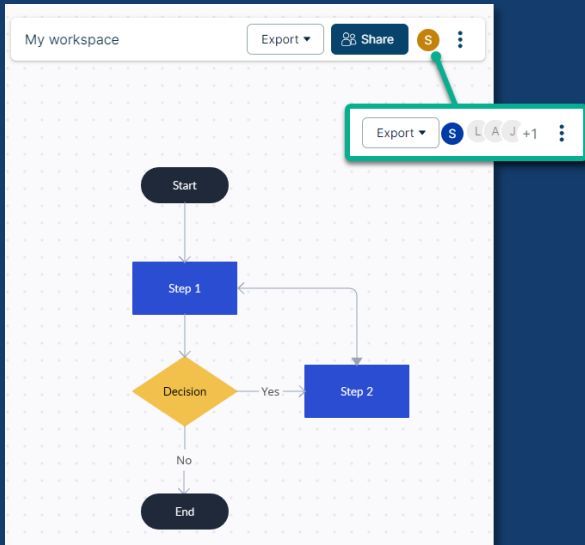

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Manage workspace access

Full Access members and Partners with workspace edit permissions can manage workspace access.
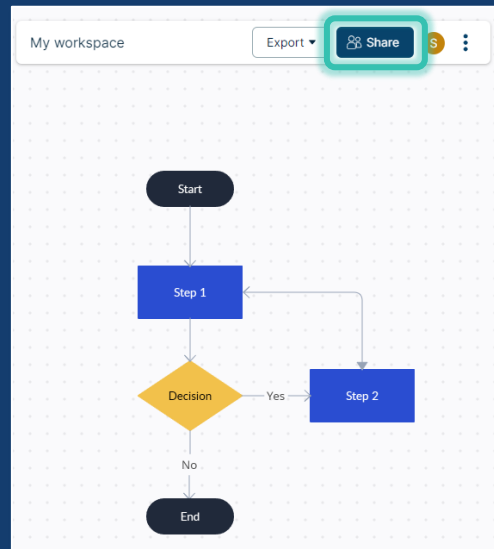
1 Open your workspace and hover your mouse over the initials to get a quick view of who has access.
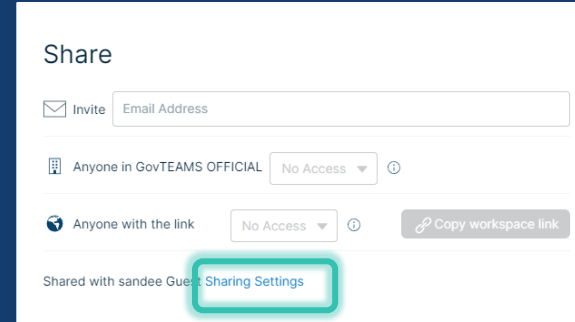
2 To edit workspace access, select the Share button.
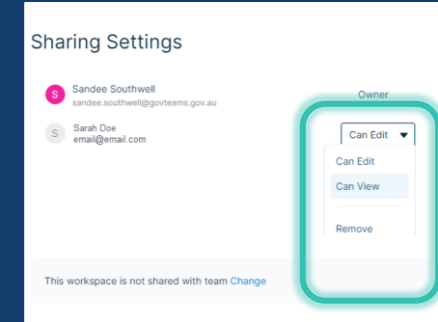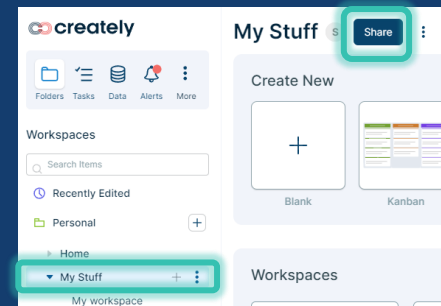
3 Select the Sharing settings link.

4 Change the settings as needed

If you are having problems removing or changing access for specific users, check that the parent folder hasn't been shared and if it has, change the options there.


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Using a workspace in a GovTEAMS meeting

Share your workspace with meeting attendees prior to the meeting. If they don't have a GovTEAMS account (Member, Partner or Guest) they will need to create one at least one hour before the workspace can be shared with them. GovTEAMS guests will also need to create a Creately account at least one hour after they have created their GovTEAMS guest account.

1 Share your workspace with meeting attendees. They must have a GovTEAMS Member, Partner or Guest account.

**2** Log into your workspace in Creately. During the GovTEAMS meeting, select Share and choose the relevant screen or window.

3 Attendees will need to log into Creately to actively participate in the workspace.

Members and Partners should enter their GovTEAMS username (ending in govteams.gov.au). Guests will need to log in with the email they registered their GovTEAMS guest and Creately account with.
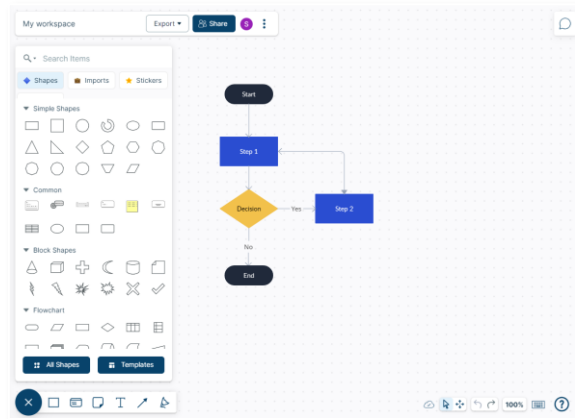

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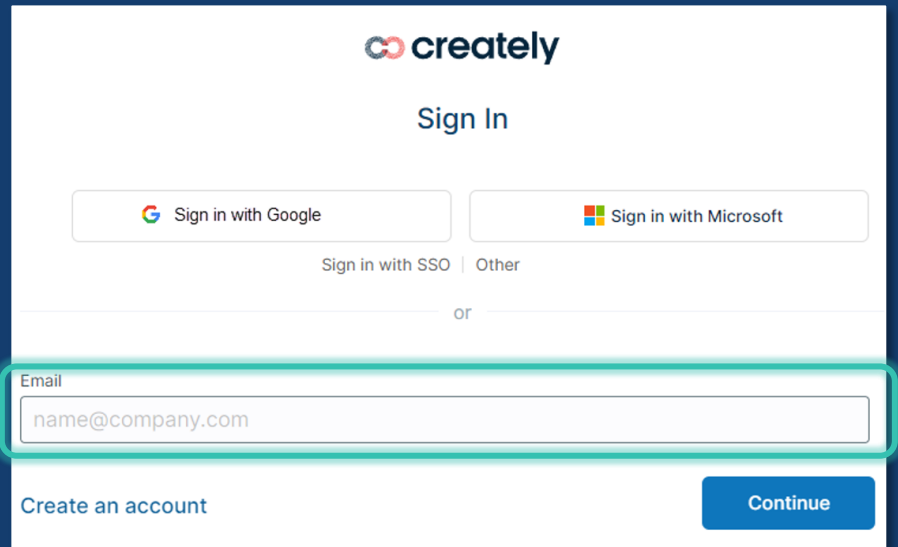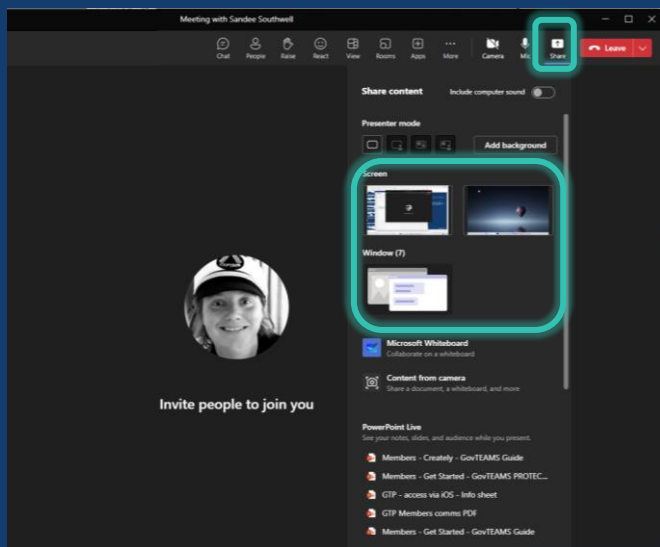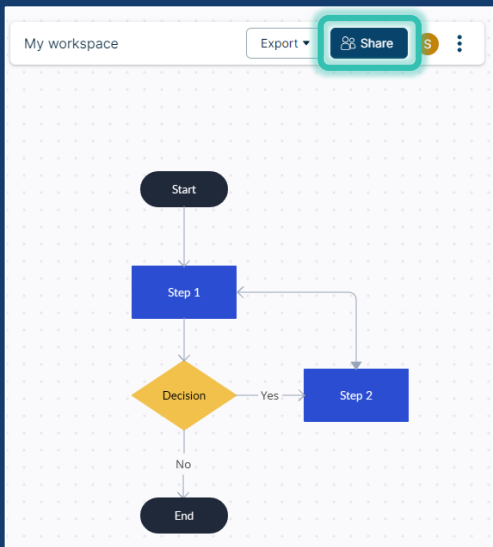
Additional Resources

The following resources are available in the [Creately Help Centre](#).
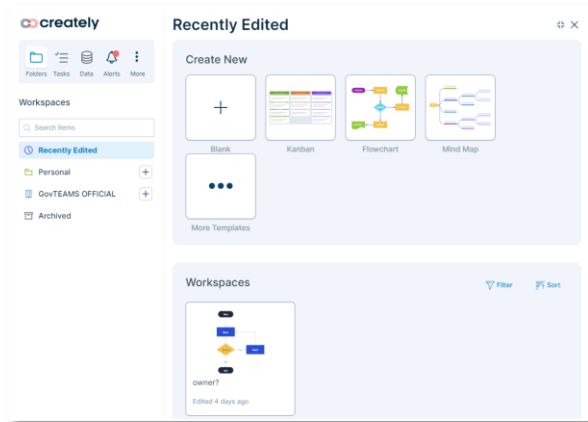
Managing workspaces and folders

- [Create folders and workspaces](#)

- [Notification panel](#)

- [Delete a workspace](#)

- [Create a copy of a workspace](#)

- [Moving workspaces between folders](#)

- [Workspace preferences](#)

- [Differences between editor and reviewer](#)

Using Creately

- [Adding comments](#)

- [Working with shapes](#)

- [Working with text](#)

- [Using templates and shape libraries](#)

- [Exporting](#)

- [Advanced features](#)

Help & Support

[Creately Help Centre](): Information about how to use Creately. Please note that not all articles will be relevant to GovTEAMS.

GovTEAMS is collecting feedback to help Creately improve the experience for GovTEAMS members. If you have any suggestions on how to improve the product, or if you are experiencing issues accessing Creately, please [contact us]().

Support ticket tips:
Provide as much information as you can.
Attach screenshots – keep them big enough to read
Describe:

- What you were doing
- How you were doing it
- What you expected to happen
- What did happen

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