HEECA The Higher Education Export Control Association

Institutional Guide to Creating an Export Licence Internal Tracking Framework

The following is a step-by-step guide on how to create a Team and subsequent channels within the same team in Microsoft Teams. Alternatively, ask your IT department to create a Team called 'Export Controls'.

Creating a Team:

1. **Open Microsoft Teams**.

2. Click on the **Teams** tab on the left-hand side.

3. Select **Join or create a team**.

4. Choose **Create team** to start a new team.

5. Select **Build a team from scratch** or choose from existing groups or templates if available.

6. Choose the **privacy level** for your team (Private, Public, or Org-wide). We recommend Private and allow membership to only those individuals who are responsible for managing controlled exports and those academics carrying out the exports. You will need to remember to add new members/exporters to the new TEAM as your level of activity increases.

7. Name your team **'Export Controls'**, add a description, and click **Create**.

8. **Add members** to your team by typing their names or email addresses and then select **Add**. You can also skip this step and add members later.

Creating Channels within a Team to record controlled tech transfers:

1. Navigate to the team you created in the Teams list.

2. Click on the **More options** (three dots) next to the team's name.

3. Select **Add channel**.

4. Enter a **name** and **description** for your channel. An example would be *'Short name for the collaboration' 'Export licence reference number' 'CONTROLLED'*. This format would allow you to differentiate between different projects under the same OGEL, for example.

5. Choose the **privacy level** for the channel:
   - **Standard** - Accessible to everyone on the team.
   - **Private** - Accessible only to a specific group of people within the team. We recommend this option and only allow access to those

managing export controls and **not** those responsible for exports. This would allow central management to keep oversight of all controlled tech transfers without academics having the ability to delete posts and/or emails.

6. If you want the channel to be shown in everyone's channel list by default, check the option to **Automatically show this channel in everyone's channel list**.

7. Click **Add** to create the channel.

Repeat the steps for creating channels for as many as you need within the team. Remember, you can create up to **1,000 standard channels** and **30 private channels** over the life of a team.

The following is a step-by-step guide on how to create an email address for a Microsoft Teams channel to enable staff to use. This would allow you to provide the email address to those academics involved in controlled tech transfers.

Note: You will need to ask staff to contact the email address every time there is a controlled tech transfer. If the transfer has occurred via an online meeting, for example, you will need to ask the academic to summarise the controlled tech transfer including recipients and knowhow and send this information to the Channel email address to create a record.

Creating an Email Address for a Teams Channel:

1. **Navigate** to the Teams channel you want to create an email address for.

2. Click on the **More options** (three dots) next to the channel name.

3. Select **Get email address**. This will generate a unique email address for the channel (e.g., channelname@teams.yourdomain.com).

4. **Configure** the settings to allow emails from external senders if necessary. You can also do this once you have created the email address by selecting **Get email address** and expanding the **Advanced settings** dropdown menu and selecting **Anyone can send emails to this address.**

5. **Share** the email address with your team members or anyone who needs to send emails to this channel and test it by asking academics to send an email. You can check whether this has worked by looking at the **Posts** tab within the channel.

Note: if you are bulk testing after creating several channels, ensure you do not include more than 8 different channel email addresses as there is a limit.

Enabling staff to send communications to the Channel. Option for IT department:

1. Go to the Microsoft Teams **admin center**.
2. Navigate to the **Settings** for the team and select **Email integration**.
3. **Enable** the option to **Allow external senders to email this channel**.
4. **Save** your changes.

Now anyone with the email address can send emails to the channel, and the messages will appear as posts within the channel. Allowing external emails to be sent to a Teams channel requires additional configuration and permissions at the organisation level. You may need to work with your IT admin or Microsoft support to set up this feature properly.

Note: In Microsoft 365, each Team is intrinsically linked to SharePoint in several ways. One of them is when you create a new Team. When you create a new Team, a SharePoint team site is automatically created. This site serves as the central repository for all files shared within the Team's channels. You need to identify this site **first** before creating a List of Exports or any other subsequent lists that you might want to create under your Export Controls team.

The following is a step-by-step guide on how to create a SharePoint list with various field types, including drop-down lists, calendar lists, email lists, free text lists, and the ability to add attachments to record all controlled shipments and transfers of goods and software. You will be able to access this list both via SharePoint and via Teams. In Teams the list appears in the General banner next to the Posts and Files bars.

Step 1: Creating a New SharePoint List

1. **Navigate to your SharePoint site also called Export Controls**.
2. **Click on the gear icon** (Settings) in the top right corner and select **Site contents**.
3. Click on **+ New** and select **List**.
4. Click on **From Excel** and Upload file.

5. Use the Excel document named **List of Exports template** provided with this instructions.

6. On **Customise**, select the table from the file named **Table query**. Check the column types and choose the right type by looking and copying from the second tab on the List of Exports template named **Column types**. Ensure they match. There is only one column that you will need to add manually after importing the file. This is the **Name of exporter** column. More details to follow.

7. Name your list **List of Exports.**

8. Provide a suitable **Description** if you would like. Click on **Create**. Tick **Show in site navigation**.

9. Once the list is created, rename the **Title** column to **Description and intended use of the item(s) to be exported.** You can do this by clicking on the **small arrow** pointing down next to the column heading, select **Column settings** and **Rename**.

10. In the List view, click on the down arrow on any column header and go to **Column settings, Show/hide columns**. Then from here you can choose to show the following columns: **ID, Attachments, Created by, Created, Modified by** and **Modified**. You can choose to hide the columns **Item type** and **Path**.

11. You can modify the order of the columns by moving them right or left. For example, it is convenient for us to have the ID column shown first. The ID column is a system field that automatically increments for each new item added. It is intended to be read-only and not directly editable by users. To move columns right or left, in the list view, click on the down arrow of the column header that you would like to move and either choose **Move left** or **Move right**.

12. Manually add the **Name of exporter** column by clicking on the small arrow pointing down next to a column heading, select **Column settings**, **Add a column**, choose **Person**, Name the column **Name of exporter**, allow **Show profile photos** if you wish, and under **More options**, select **Allow multiple selections** if you wish, **Require that this column contains information**, **Enforce unique values** if required and **Add to all content types**.

13. Add the different choices to those fields/columns where required as shown in the List of Exports template. You can do this by clicking on the **small arrow** pointing down next to the column heading, select **Column settings**, **Edit**, **+ Add Choice**,

unclick **Can add values manually**. Add names and colour code your choices. You can select **Display choices using** Drop-Down Menu or Radio Buttons. Do not **Allow multiple selections** unless this is your preference, allow **Require that this column contains information**, and do not **Enforce unique values**.

14. For Single line of text columns, select **Require that this column contains information** and do not **Enforce unique values**. However, none of these would be required in **Courier shipment ID**.

15. For Multiple lines of text columns, do not allow **Use enhanced rich text** and **Append changes to existing text**. Allow **Require that this column contains information** in **Name and address of consignee(s)**. Do **not Require that this column contains information** in **Comments**.

Step 2: Setting up permissions in your new SharePoint List

Manage who has permissions to this list by clicking on the gear icon (Settings), **List Settings**, **General Settings**, **Advanced settings** and ensure the following:

- **Content Types / Allow management of content types? No**
- **Item-level Permissions / Read access: Read all items / Create and Edit access: Create items and edit items that were created by the user**
- **Attachments: Enabled**
- **Comments: Yes**
- **Folders: No**
- **Search: Yes**
- **Index Non-Default Views: No**
- **Offline Client Availability: Yes**
- **Quick property editing: Yes**
- **Dialogs: No**
- **Automatic Index Management: Yes**
- **List experience: Default experience for the site**

Click **OK**

Manage an audit trail for items added to the list by clicking on the gear icon (Settings), **List Settings**, **General Settings**, **Versioning Settings** and ensure the following:

- **Content Approval: No**
- **Item Version History. Create a version each time you edit an item in this list? Yes. Keep the following number of versions: 50.**

Click **OK** when done.

List permissions:

Check permissions to this list by clicking on the gear icon (Settings), **List Settings**, in **Permissions and Management**.

Permissions for this list should look like this:

- Export Controls Members can **Edit**
- Export Control Owners have **Full Control**
- Export Control Visitors can **Read**

Use the default settings for the rest of the fields.

Step 3: Set up alerts in your new SharePoint List

This will allow you to receive notifications about new entries to this list. You will need to decide who is best to receive and monitor these notifications. Click on the **More options** (three dots) that appears in the same row as **+ Add new item** at the far right. Select **Alert me** and choose **Alert Title**, **Send Alerts to**, **Delivery Method**, **Change Type** (we have chosen 'All changes'), **Send Alerts for These Changes** (we have chosen **Anything changes**), **When to Send Alerts** (we have chosen **Send notification immediately**). Click **OK**.

Step 4: Ask exporters to start using the new SharePoint List

The list is now ready to be used. To add new items, ensure:

- The exporter is a member of the TEAM
- Share the link to the new list with the exporter
- Ask them to click on **+ Add new item** and fill out all required fields
- Check the entries and ensure all required documentation has been attached to the entry

With thanks to the University of Leeds in development of this resource, and sharing with the HEECA community.

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