

Share resources in the KI-Toolbox with your team

Version 1; 14.11.2025

The team function of the KI-Toolbox allows created assistants, knowledge stores, notes and prompt templates to be shared with colleagues in a targeted manner. This allows teams to access content together, develop it, and collaborate more efficiently. Access rights – read-only or also edit – are flexibly controlled via groups. This keeps knowledge and tools up-to-date, consistent and quickly accessible to everyone who needs them.

Typical use cases:

- Collaborate on standardized prompts for recurring tasks
- Share and update team-relevant knowledge bases
- Development and maintenance of specialized AI assistants for the team
- Sharing notes for use in chats

Group management – basic principle

- Groups can be created and maintained by the IT representatives (ITB) of the respective organizational unit (OU) via the central KIT group administration.
- The KI-Toolbox requires groups to have a specific naming scheme: [OE]-ki-toolbox-[label] (e.g., SCC-ki-toolbox-group4711).
- When logging in, all groups in which the users are members are automatically transferred to the KI-Toolbox; newly created groups or new accesses are only synchronized after a new login.
- Assigning a resource to a group allows access for all members of that group.

Step-by-Step: Sharing Resources

1. Select a resource

Open the KI-Toolbox and go to the area where the desired resource you want to share with others was created:

- Wizards (Custom Models)
- Knowledge Repository
- Notes
- Prompt Templates

2. Open access control

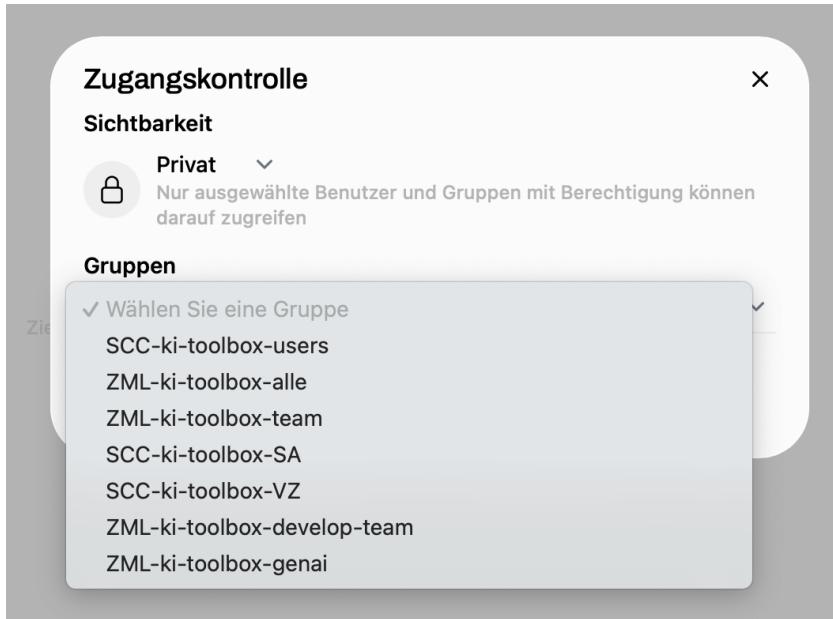
For the selected resource (for example, Assistant or Knowledge Store), click Access (lock icon).



3. Select a group to share

In the Groups tab, select the group you want to grant access to (e.g. ZML-ki-toolbox-team).

- The displayed list contains only the groups to which you belong in KIT and which correspond to the naming scheme [OE]-ki-toolbox-[name].

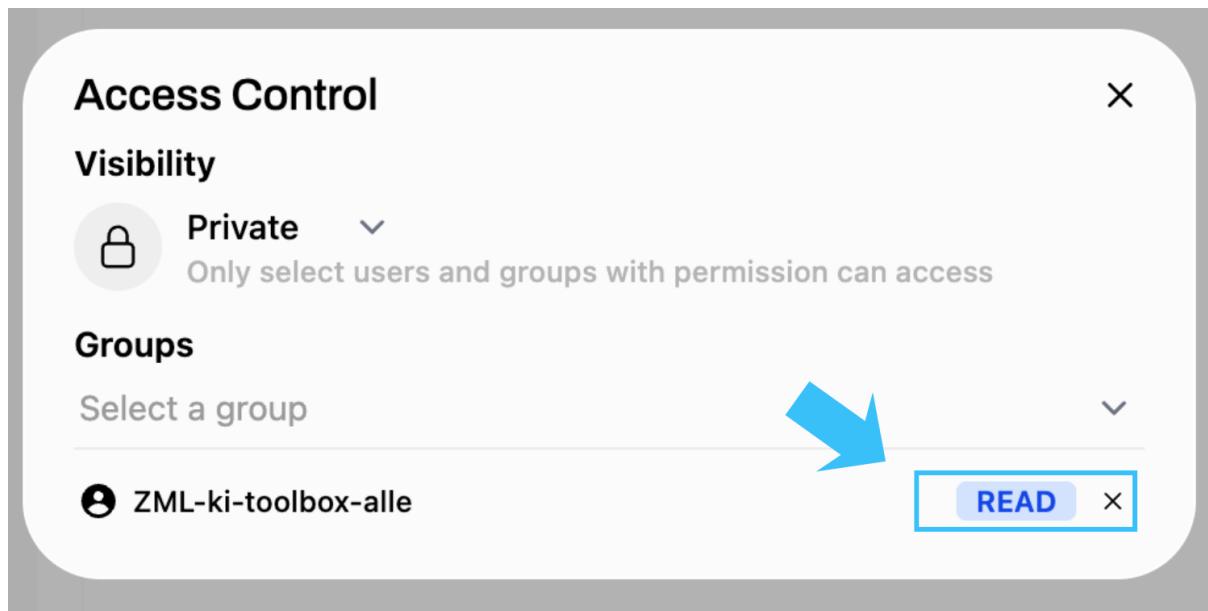


4. Set access rights

- READ: Group members can use and use the resource, but cannot modify it.
 Important: If these resources have been shared with you by others, you won't see them in the Models and Knowledge Store sections of the workspace, but you will see them in the list of models to choose from in a new chat, for example.

- **WRITE:** Group members can also edit and develop the resource and also see it in the respective sections in the workspace.

By default, the group with the READ right is added. Click READ to change the permission to WRITE if collaborative editing is desired.



Note: Changes to group memberships or access rights will only take effect after logging in to the KI-Toolbox again.

5. Test access

Sign in with an account of a team member of the shared group and check if the resource is usable (and visible and editable with write permissions).

Important notes

- **Teamwork:** The assignment of rights is deliberately designed to be flexible. Write permissions should only be granted if collaborative editing makes sense.
- **Group synchronization:** Changes in the KIT group management (e.g. new members) will only be applied to the KI-Toolbox after the next login. In case of changes, it is therefore advisable to log in again.
- **Transparency & Privacy:** Share resources with sensitive content only with the groups that are actually needed to meet privacy and confidentiality requirements.

Info & Contact

License Notice



This manual from the Center for Medial Learning (ZML) at the Karlsruhe Institute of Technology (KIT) is licensed under a Creative Commons Attribution 4.0 International License.

Imprint

Publisher: Karlsruhe Institute of Technology (KIT) Kaiserstraße 12 76131 Karlsruhe

Contact: InformatiKOM Adenauer Ring 12 76131 Karlsruhe Germany Phone: +49 721 608-48200 E-mail: info@zml.kit.edu

Questions about the KI-Toolbox should be directed to: ki-toolbox@scc.kit.edu