

Discover your TeamGuru under 1 minute

Deploy Strategies
and Drive Execution



My Dashboard → After log in, this is where I find ...

My Favorites

My Modules



Search TeamGuru

My Profile enables me to:

- adjust settings and theme
- export multiple files
- access **Help** and news
- log out from my TeamGuru

My News Feed automatically keeps me updated on my colleagues' comments. I can also subscribe to any action or document by clicking the "News Feed" icon.

My open actions are waiting here for my completion. By clicking on the action name in the first column, I can update or comment.

My Profile

Sets of Documents

What's New?

Help

Theme Configuration >

Logout

My Dashboard ?

News Feed

My Actions

Show ▼

Today's LSW Actions

Pull problem solving statistics ac

My Notes & To-Do List

✓ Training #2 Certification	Training - Emma Lovely	Aug 26	⊕
✓ RCCA to Kaizen	Mixed labels	Aug 31	⊕
✓ Detailed features walkthrough	A3 - Digitize product selection - Deploy TeamGuru	Aug 31	⊕
✓ Process training	Torrance - Accidents	Oct 31	⊕
✓ Stock metrics review with the team at Torrance	A3 - 2022 TGCA NA Strategy - OPS - Inventory Reduction	Nov 30	⊕
✓ MKT team - get visuals	A3 - Kaizen process introduction	Dec 31	⊕

Items to Review or Approve Hide ▲

Action		
✓ Training #1 Certification L1	Training - Emma Lovely	Lloyd Austin

My Documents → By selecting a module within the left menu, I can access the documents ...

Home > TGCA > TGCA North America

↑

Boston (2)

Kansas City (7)

Lansing (2)

Torrance (28)

TGCA North America Action Lists ?

Including subfolders ☐

Search name, owner...

FILTER

Active X

STATUS

PROJECT TYPE

CREATED

CHANGED

MY DOCUMENTS

LABELS

PROJECT STAGE

Active X

Archived

Improvement Project

Kaizen

Productivity Project

Strategic Initiative

TESTING Scales text

Today

This week

This month

This year

Custom Range

Today

This week

This month

This year

Custom Range

Favorites

I am Owner

I am owner

I am the administrator

Kaizen

Planned

Running

Strategic Action

Project List - Above

Project List - Critical

Project List - Urgent

Found: 14

+ X

Advanced Filter

Title ▲	Open Actions Total Actions	Project ID	Leader	Owner	Created Updated	Status	Overdue	Project Stage	Project Type	Project Impact (\$)	Project Category
5S Implementation Project TGCA North America	0/0	364	Paul Green		23.10.2015 12.2.2020	●	0				
A3 - 2022 TGCA NA Strategy - My key improvement priority Torrance, TGCA North America, Lansing, Kansas City	2/3	884	Andy Johnson		28.2.2019 31.5.2022	●	1	Above	Strategic Initiative		Quality
A3 - 2022 TGCA NA Strategy - OPS - Inventory Reduction Torrance, TGCA North America	0/0	1066	Theresa Hummel	Zdenka Kadankova	5.11.2019 17.9.2022	●	1				
A3 - Deploy Business Support tool TGCA North America	4/6				7.2.2019 21.7.2022	●	3				
A3 - Deploy Tailored Care in alignment with 2022 Global Strategy Torrance, TGCA North America	0/0	874	Ningunna Chadran		7.2.2019 31.5.2022	●	0				

Click!

Action lists

Metric Dashboards

Root Cause & Actions

Standardized Meetings

Reports

OPERATIONS EXCELLENCE

Leadership Std. Work

Problem Escalation

Quality Alerts

8D Reports

Checklists

Safety Alerts

Kaizen

KNOWLEDGE MANAGEMENT

Documents

Skill Matrix

SUPPLY CHAIN RELATIONS

Partners

This is where I am currently located in TeamGuru. It's called Organizational Structure and what I see is determined by my assigned access rights

Here I can create new document or select more options (...) for my displayed documents.

I can narrow down the list of displayed documents with search and filters

I can order the list of displayed documents by clicking into the column headers

Clicking or hovering on the listed document I can see more details

Here I can see whether the document is restricted, I can add it to my favorites, or change document settings, given I have sufficient user rights.

Create New

My Documents → By clicking on the document's name, I can view the details ...

Home > TGCA

A3 - Final assembly productivity project Torrance

Alex Ismail

Leader

Michael Bass

Owner

Samantha Moon

Team Leader

Rob Cervantes

Tester

Alex Z.

Bill D.

Project ID: 93

Overall Status

Work Complete: 29%, Actions Closed: 17%

Project Stage: 04 - Customer Funded

Project Dates

Start: 12/24/09, Due date: 08/10/22, ETA: 05/04/22, Closed: N/A

Project Type

Saving Project

Parent Projects

Title ▲	Open Actions Total Actions	Status
<div><div><div>Cambridge Management RAIL</div><div>Samantha Moon</div></div></div> <div>0/1</div> <div><div></div><div>100%</div></div>		

Sub-Projects

Work Complete: 20%, Actions Closed: 9%

Title ▲	Open Actions Total Actions	Status
<div><div><div>011 A3 - Warehouse - New dress code</div><div>Zdenka Kadankova</div></div></div> <div>4/4</div> <div><div></div><div>2%</div></div>		

OBJECTIVES

Project Metrics

August 2022

Metric	Actual
Accidents	

Project Metrics Details: [TGCA NA ISC Das](#)

Risks Issues

Previous Document

Related Documents

Team Statistics

Mass Import

Export to Excel

Compact

With all details

A3 Paper Size

A3 Paper Size (with all details)

A3 Paper Size (incl. related actions)

Team Statistics

Under more options (...) I get additional choices to work on my document, including export options.

Linked document(s) lead me to relevant information and show me the real-time status.

My Documents → Starting a new document is easy ...

I can create a new document or copy any existing one

CancelCopyArchiveSaveSave & View

Title*

A3 - Final assembly productivity project Torrance

Labels

Running

Leader*

Kadankova Zdenka

Owner

Apking Kate

Type

Public

Only for invited

Protect Settings

?

Action List Template

PROJECT DEFINITIONPROJECT HIERARCHYPROJECT METRICSETTINGSWHERE TO DISPLAY *RELATED DOCUMENTSEXTERNAL SHARING

Project Type

Productivity Project Strategic Initiative

List of Project Stages

Project List

Calculate Due Date automatically from actions

Show dates in the project header

Enable new action notification by email

Allow Preselected Labels Only

Preselected Labels

Corrective ActionGBE LEVELHIGH IMPACTKaizen

Enable actions approval

Action Numbering

None

Numbered list

Action ID

Show Gantt Chart

Use weekdays only

I will name my document, identify responsible person, choose whether the document will be confidential, lock it against changes, and if desired, use a template to standardize the look and feel of the document

I can further specify the details and settings of the document, as well as select where it will be seen, link it with relevant information, or review history of changes

Details can include attributes identifying type, category, location, urgency, labels, metrics, associations, hierarchy, etc.

My TeamGuru → When I need help, I will consult Help page for support

Home

Recents

12

I can access Help from here

User Guide

I have instant access to my private Product Tour. There is a lot of information to learn. Can't miss that!

Start Product Tour

I can access Help page anytime to

- contact my administrator(s)
- contact TeamGuru support
- learn from posted user guides
- review TeamGuru Product Tour
- visit TeamGuru Support Center

How do I get there? By clicking on My Profile picture at the top right of the page!

View

Need help?

CONTACT SYSTEM ADMINS

For help with your user rights setup, request for adding new users or org. folders please contact one of your system administrators:

TEAMGURU SUPPORT CENTER

If you are want to learn more about TeamGuru application you can visit the TeamGuru support center portal where you can:

Amy Smith

amy@yourcompany.com

Send Email

- View Frequently Asked Questions
- Find latest Tips & Tricks
- Contact Support Team
- Submit improvement ideas

Visit the support portal here: [Teamguru Support Center](#)

My TeamGuru → I can also reach out to TeamGuru support for assistance

We are here to support you



support@teamguru.com

support.teamguru.com

Thank you.