

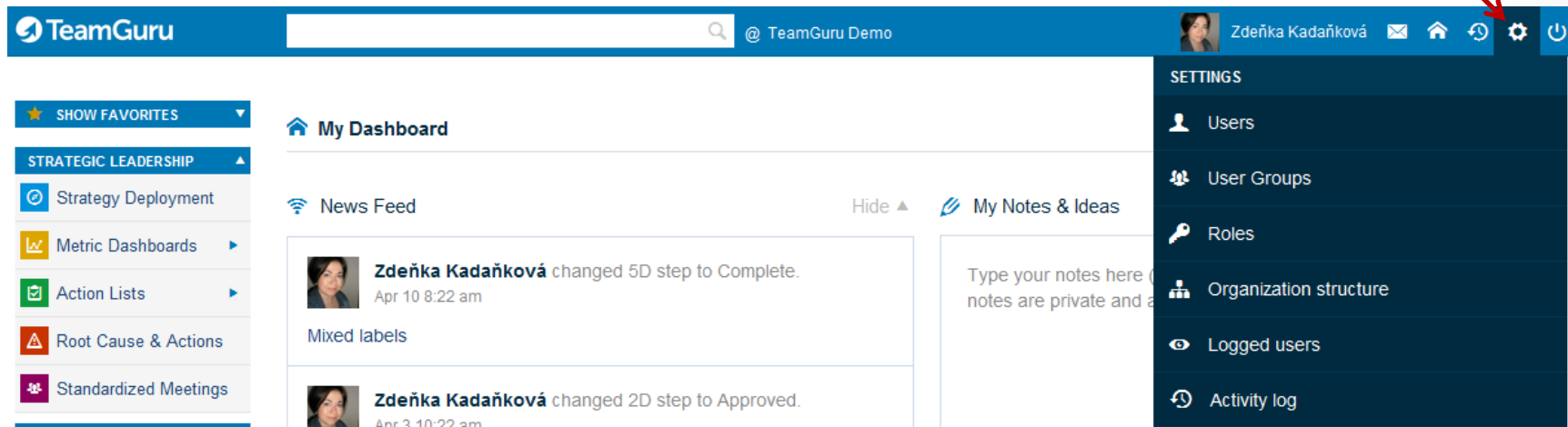
GETTING STARTED

1-Minute Administrator Guide

April 28, 2014

Administrator Key Points

Access Admin Menu



The screenshot displays the TeamGuru administrator interface. At the top, there is a blue header bar with the TeamGuru logo on the left, a search bar in the center, and the user profile 'Zdeňka Kadaňková' on the right. A red arrow points from a yellow callout box labeled 'Access Admin Menu' to the gear icon in the top right corner of the header. Below the header, the main content area is divided into several sections. On the left, there is a sidebar with a 'SHOW FAVORITES' button and a 'STRATEGIC LEADERSHIP' section containing items like 'Strategy Deployment', 'Metric Dashboards', 'Action Lists', 'Root Cause & Actions', and 'Standardized Meetings'. The main content area features a 'My Dashboard' section with a 'News Feed' and 'My Notes & Ideas' section. The 'News Feed' shows two entries by 'Zdeňka Kadaňková' regarding step changes. The 'My Notes & Ideas' section has a text input field. On the right side of the main content area, a dark blue settings menu is open, listing options: 'SETTINGS', 'Users', 'User Groups', 'Roles', 'Organization structure', 'Logged users', and 'Activity log'.

1. Manage organization structure
2. Create / edit User accounts – assign Roles (user rights)

1. Define Org Structure

The organization structure is a backbone of TeamGuru. It determines how documents in the system will be structured. It is also tightly linked with user rights – users are assigned access rights related to different parts of the org. structure.

The screenshot displays the TeamGuru interface with the following elements:

- Header:** TeamGuru logo, search bar, and user profile (Zdeňka Kadaňková).
- Left Sidebar:** Navigation menu with categories like 'STRATEGIC LEADERSHIP' and 'OPERATIONS EXCELLENCE'.
- Main Content:** 'Organization structure' tree view showing a hierarchy: Home > TGCA > Key Suppliers, Sourcing, TGCA Europe > Bratislava, Brno, EDAC - Electro > Chip mounting AK 26, Final Assembly - CT 23, Final Assembly - Modules > Test & Pray, Liverpool.
- Settings Menu:** Opened on the right, listing options like Users, User Groups, Roles, Organization structure, Logged users, and Activity log.
- Callouts:**
 - 'New top level org. structure folder' points to the '+' icon at the top of the tree.
 - 'Create Sub Folder' points to the '+' icon next to the 'Final Assembly - Modules' folder.
 - 'Edit details' points to the pencil icon next to the 'Liverpool' folder.

2. Create User accounts – Assign user rights

TeamGuru
@ TeamGuru Demo Zdeňka Kadaňková

SHOW FAVORITES

STRATEGIC LEADERSHIP

Strategy Deployment

Metric Dashboards

Action Lists

Root Cause & Actions

Standardized Meetings

OPERATIONS EXCELLENCE

Quality Alerts

8D Reports

Checklists

SUPPLY CHAIN RELATIONS

Partners

Employee

Employees | User Rights Inspector | Cost Centers Mass Change

Cancel
Save and send login link

Basic information

Hide ▲

Name*

Surname

Job Title

Email

Cost center* — Select value —

Click to change photo

User rights

Hide ▲

+

TeamGuru Access

Hide ▲

Login Active ?

Advanced Settings Show ▼

Paired User Accounts Show ▼

Basic User Info

User Rights

←

You can assign a user with a different Role on each level of the org. structure (e.g. View on the Corporate level, Edit on the Site Level)

The selected user rights apply automatically to all sub-org. units.

Note: Email address is needed for all active users with login to TeamGuru

3. Review / Edit Roles if needed

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SHOW FAVORITES

STRATEGIC LEADERSHIP

- Strategy Deployment
- Metric Dashboards
- Action Lists
- Root Cause & Actions
- Standardized Meetings

OPERATIONS EXCELLENCE

- Quality Alerts
- 8D Reports
- Checklists

SUPPLY CHAIN RELATIONS

- Partners

Roles

Type: Internal employees External partners

Title: 01-1 All modules: view

Strategy Deployment

- View
- Edit
- delete

Alerts

- View
- Edit
- delete

System

- view users
- edit Users
- delete users
- view org. units
- edit Org. units
- delete org. units
- view email templates
- edit email templates
- view roles
- edit Roles
- delete roles
- View monthly usage reports
- view forbidden passwords
- edit Forbidden passwords
- delete forbidden passwords
- Integration
- view log

Metrics

- view dashboards
- edit Metric dashboards
- delete dashboards
- view Metric Categories
- edit Metric groups
- delete metric groups
- view Metrics
- edit Metrics
- delete metric
- data entry

8D Reports

- view 8D reports
- edit 8D report
- delete 8D reports
- view templates
- edit Templates
- delete templates
- Supplier modification of D sections

Partners

- View
- Edit
- delete

Settings: Users, User Groups, **Roles**, Organization structure, Logged users, Activity log

Manage User Rights within a Role

There are detailed settings to define what a user with a Role assigned can do in each TeamGuru modules. **IMPORTANT:** Any change to the Role automatically influences all users that are assigned this given role