

GETTING STARTED

1-Minute User Guide

April 28, 2014







1. TeamGuru Initial Screen

Modules Menu

Switch between module to see the list of documents within each module

My Profile Settings


Logout

TeamGuru @ TeamGuru Demo      


- ★ 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 ▶

My Dashboard


News Feed

 **Zdeňka Kadaňková** changed 5D step to Complete.
Apr 10 8:22 am

Mixed labels

 **Zdeňka Kadaňková** changed 2D step to Approved.
Apr 3 10:22 am


New 8D Report

 **Jane Blue** changed 2D step to Complete.
Apr 3 10:21 am

New 8D Report

▼ Show More

News Feed

News Feed displays key system information and your colleagues' comments. To subscribe to the news related to a specific document click icon  in the document's header row

My Actions

✓ new action			
✓ TEST MAILU			
	 A3 - Final assembly...	Sep 30	
	 012 New action list Zdenka	Oct 25	

My Actions – here you see all your open tasks coming from different documents in TeamGuru (Action lists, RCCA, Quality Alerts...)

2. Navigate Through Documents

Org. structure

Create New Document

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Home > TGCA > TGCA NA > Torrance

Torrance Metric Dashboards incl. subfolders + ?

Show Filters Active filters: Active × Found: 7

Title ▲	Responsible	Last update	Fav.	Edit
A3 BC1 Project dashboard Torrance		2014-03-20	☆	
Final Assembly Productivity - project metrics Torrance	Andy Johnson	2014-03-20	☆	
OTTR Scorecard Torrance		2014-03-20	☆	
Peter Horak - personal dashboard 2012 Torrance	Peter Horak	2014-03-24	☆	
TGCA Goal Deployment - TTI Dashboard Torrance		2014-03-07	☆	
Torrance - TTI Dashboard Torrance	Peter Gaspar	2014-04-22	★	

Documents in TeamGuru are stored in org. folders that follow your company org. structure. By clicking on the org. structure you can display documents related to a given part of org structure (site / department...)

Displaying the documents in the selected part of org. structure.
TIP: click the star icon to add a document to your favorites (displayed above module menu)

3. Create Documents

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Home ▶ TGCA ▶ TGCA NA ▶ Torrance

Metric dashboard

Basic Info

Archive Save as new Save & View Save

Title * Torrance - TTI Dashboard

Type * monthly

Default view * last period (based on dashboard type)

Displayed period * from the beginning of period

Responsible Gaspar Peter

Full length names display full length names of organization units

Include forecast field

Show periods in columns ?

Metrics Where to display * Related Documents External Sharing

Add org. units and metrics. Click check boxes to define which combinations will go into your dashboard.

Most metrics for [org. units] Metrics Responsible

Enter document name, identify responsible person etc.

Basic Info

Where to Display

Related Documents

You can create links in TeamGuru to simplify navigation between related documents (e.g. from a Metric dashboard to an Action plan or RCCA)

By default the document are linked with the org. unit you used to create a new document in. However you can add additional org. units (folders) where this documents will be displayed.

4. View / Edit Documents

Show links to related documents

Depending on a document type, you can export a document to a .ppt, xls or .pdf

Export

EDIT Document

The screenshot displays the TeamGuru interface. At the top, there is a navigation bar with the TeamGuru logo, a search bar, and user information for Zdeňka Kadaňková. Below this is a breadcrumb trail: Home > TGCA > TGCA NA > Torrance. The main content area shows a document titled "Torrance Strategy" by Andy Johnson. A sidebar on the left contains various menu items like "SHOW FAVORITES", "STRATEGIC LEADERSHIP", "Strategy Deployment", "Metric Dashboards", "Action Lists", "Root Cause & Actions", "Standardized Meetings", "OPERATIONS EXCELLENCE", "Quality Alerts", "8D Reports", "Checklists", and "SUPPLY CHAIN RELATIONS", "Partners". The main document content includes a "Matrix" section with a table of projects and a "Key Improvement Priorities" section with a large empty box. On the right side of the document, there are icons for Wi-Fi, a star, a document icon, and a "PPT" icon with a pencil, indicating an edit or export function. Red arrows point from the callout boxes to these specific UI elements.