

GETTING STARTED

1-Minute User Guide

April 28, 2014

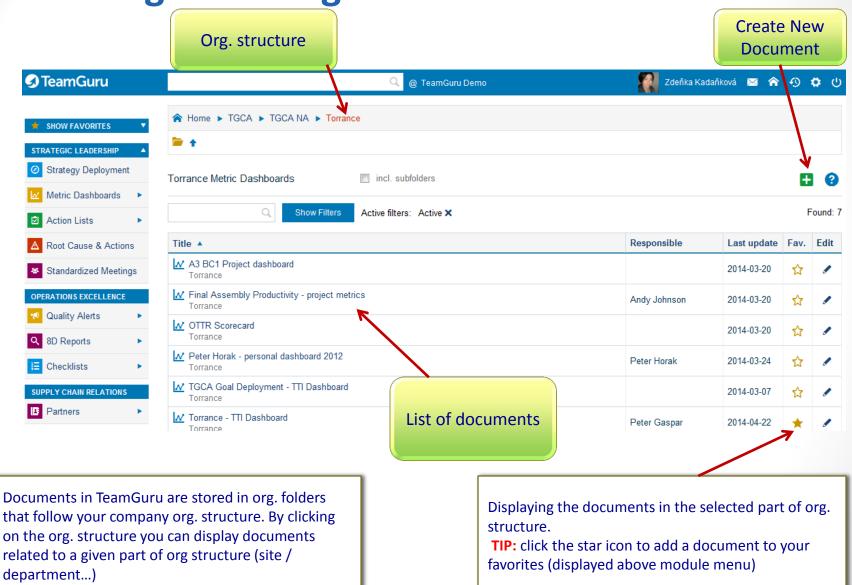


1. TeamGuru Initial Screen My Profile **Modules** Switch between module to see the list of Logout **Settings** Menu documents within each module ☑ TeamGuru Zdeňka Kadaňková 🖂 🏫 🚯 🌣 @ TeamGuru Demo SHOW FAVORITES Mv Dashboard STRATEGIC LEADERSHIP Strategy Deployment News Feed Hide ▲ My Notes & Ideas Hide ▲ Metric Dashboards Zdeňka Kadaňková changed 5D step to Complete. Type your notes here (they are be Action Lists notes are private and are not share Mixed labels Root Cause & Actions News Feed displays key system information and Standardized Meetings Zdeňka Kadaňková changed 2D step to Approve your colleagues' OPERATIONS EXCELLENCE comments. To subscribe New 8D Report Quality Alerts to the news related to a Q 8D Reports specific document click Jane Blue changed 2D step to Complete. **News Feed** Apr 3 10:21 am icor 🛜 in the Checklists New 8D Report document's header row SUPPLY CHAIN RELATIONS ▼ Show More Partners Hide ▲ My Actions My Actions – here you new action A3 - Final assembly... see all your open tasks coming from different 012 New action list Zdenka ✓ TEST MAILU documents in TeamGuru

(Action lists, RCCA, Quality Alerts...)

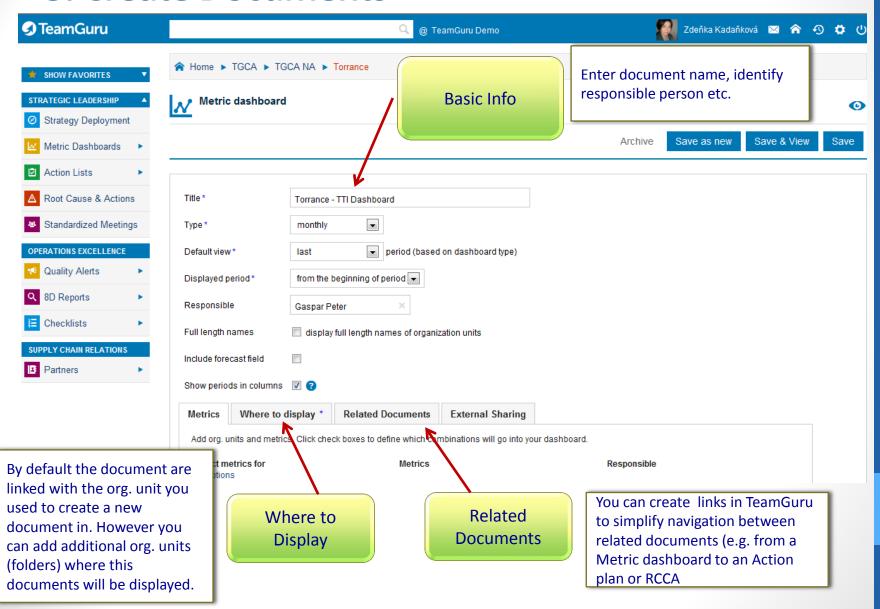


2. Navigate Through Documents





3. Create Documents





4. View / Edit Documents

