Team Tab for Employees

What is the Team Space tab?

The Team Space is crafted to enhance workplace collaboration, fostering closer connections among team members. Using the Team tab, you can collaborate effectively and maintain connectivity with your team amidst various tasks. Team Space provides a quick glance of your team's geographical distribution, work availability, and other key details. The Team tab also serves as a centralized hub for accessing team files, viewing recommended courses, viewing team surveys, project insights, and more. To access the Team Space tab, navigate to **Home** > **Team** tab.

Team Space tab features

- Quick overview of your team's location diversity, availability counts, and total strength.
- See employees who are celebrating their work anniversary, birthdays, and new hires. You can quickly visit these employee profiles or send a wish from right here.
- See courses related to your team.
- The Department Wall is handy for sharing announcements across your department. Share ideas, ask questions, and your employees can also choose to comment or give it a "like."


Team Tab

Groups

Navigate to **Home** > **Team** > **Team Space** > **Groups** tab.

Managers and administrators can create a custom employee group or crew by bringing together individuals with common interests or responsibilities. For instance, groups like Event Organizers or Photography or Code Specialists to facilitate collaboration and knowledge-sharing within specialized areas. By switching to the Groups tab in Team Space, you can post announcements directly to the selected group, and only members from those groups will be able to see the announcement.
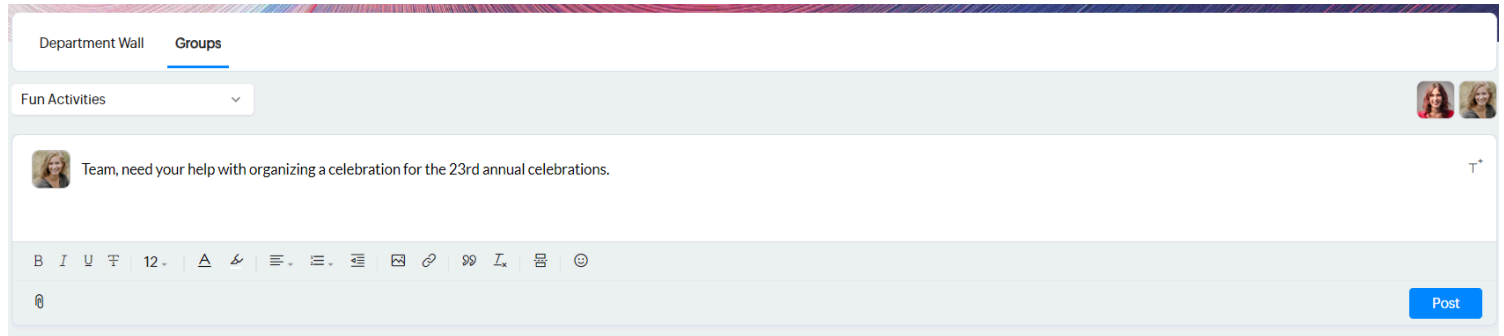
Participating in department surveys

Navigate to **Home** > **Team** > **Team Space** > **Surveys** tab.

The **Surveys** tab displays surveys that are specific to each department. Employees can view and participate in surveys created for their department from this section. They can also find completed departmental surveys in this tab. (The tab will be visible only when there are surveys specific to your team.)

Surveys
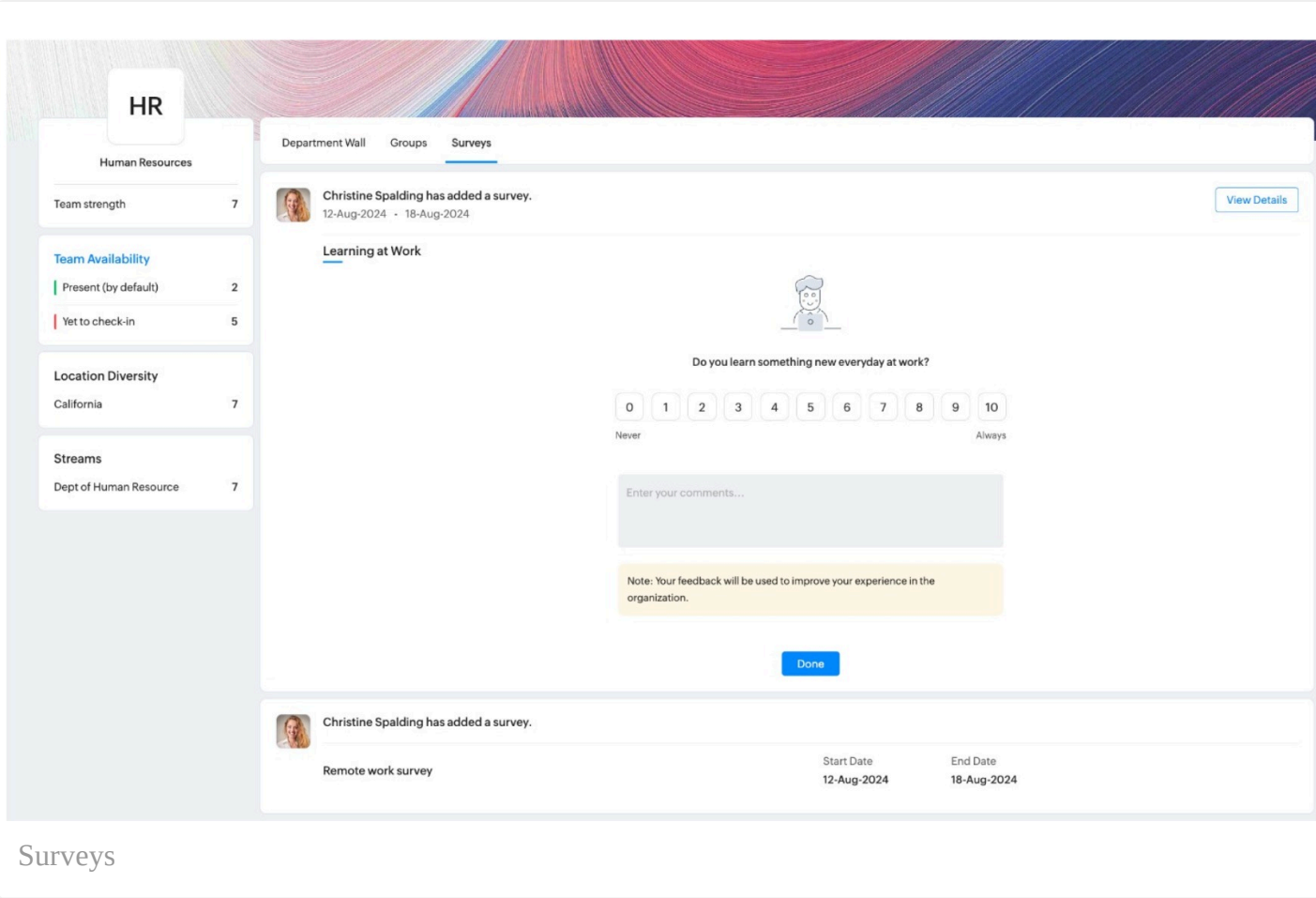
Viewing your department colleagues

Navigate to **Home** > **Team** > **Department** tab.

Using the **Department** tab See employees associated with your department or location. This is particularly useful in taking a quick glance at your department's availability for the current day (Office in, Absent, Away). sub-department and its employees can be viewed here too.
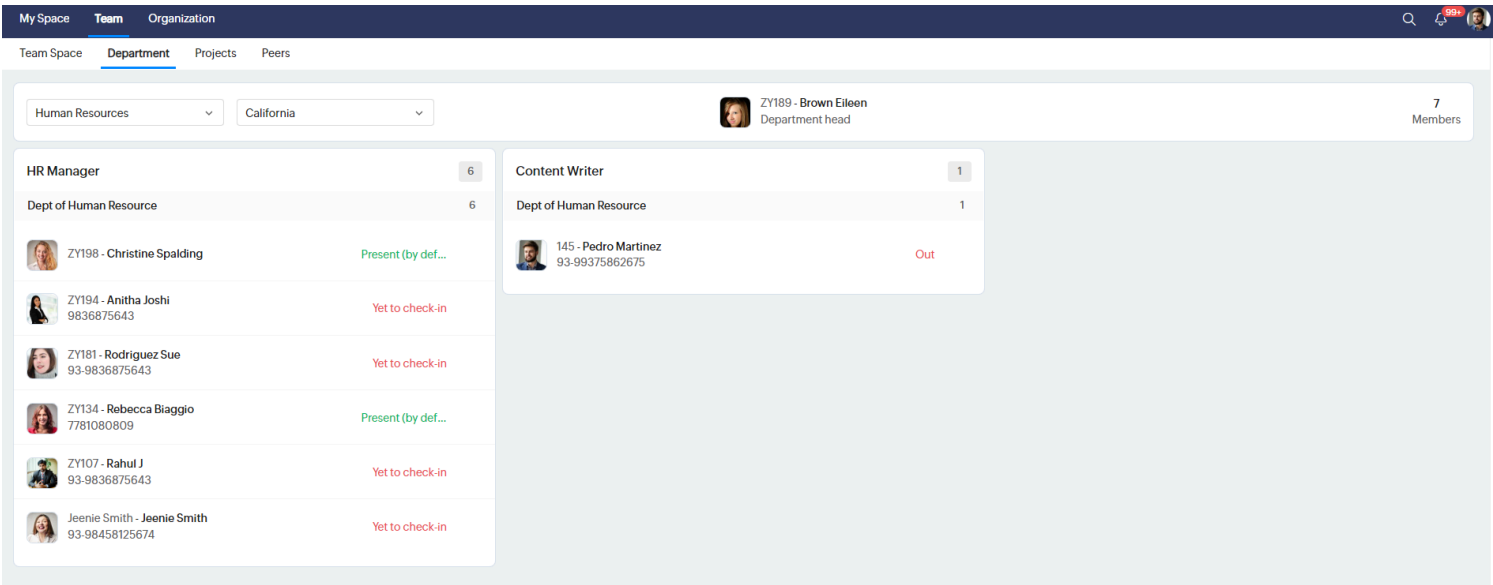
View Project Information

Navigate to **Home** > **Team** > **Projects** tab.

Follow up on your assocaiated projects using the **Projects** tab. This gives you quick access to project performance details, feeds, jobs, users, attachments, and more. Use the provided drop-down to switch between associated jobs.

View and contact your peers

Navigate to **Home** > **Team** > **Peers** tab.

View and contact your peers using the **Peers** tab. Peers include your department members as well as any other employee who you're associated with in a common project. You can also open their full profile by clicking on one of the cards, as well as view options to **Chat** and **Call**.