



# 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."

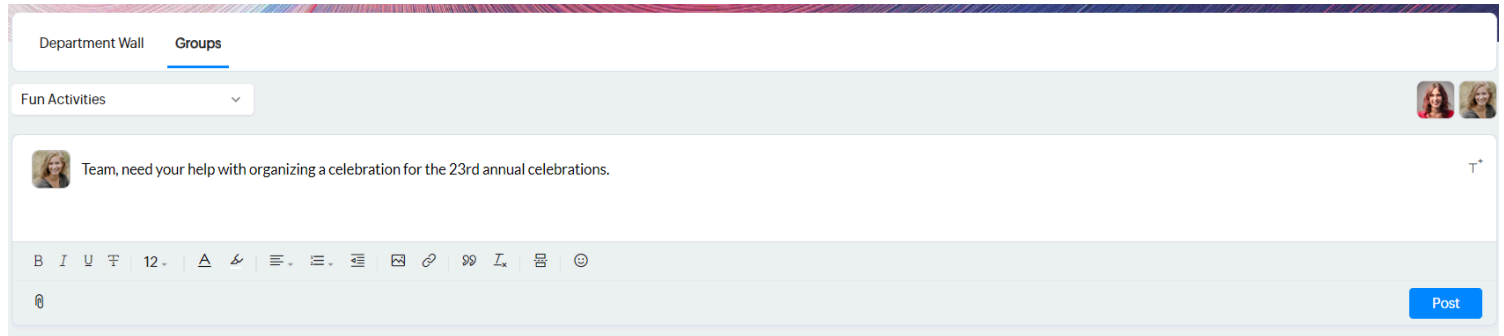
The screenshot displays the Zoho Team Tab interface for the HR department. The top navigation bar includes 'Team Space', 'Department', and 'Team List'. The left sidebar shows 'HR' and 'Human Resources' with metrics: Team strength (8), Team Availability (Remote In: 1, Weekend: 7), and Location Diversity (California: 7, Delhi: 1). The central 'Department Wall' shows a message from Brown and a post from HR Manager ZY107-Rahul. The right sidebar includes 'Work Anniversary', 'New Hires', 'Birthday Buddy', 'Courses', and 'Department Files'.

Team Tab

## Groups

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

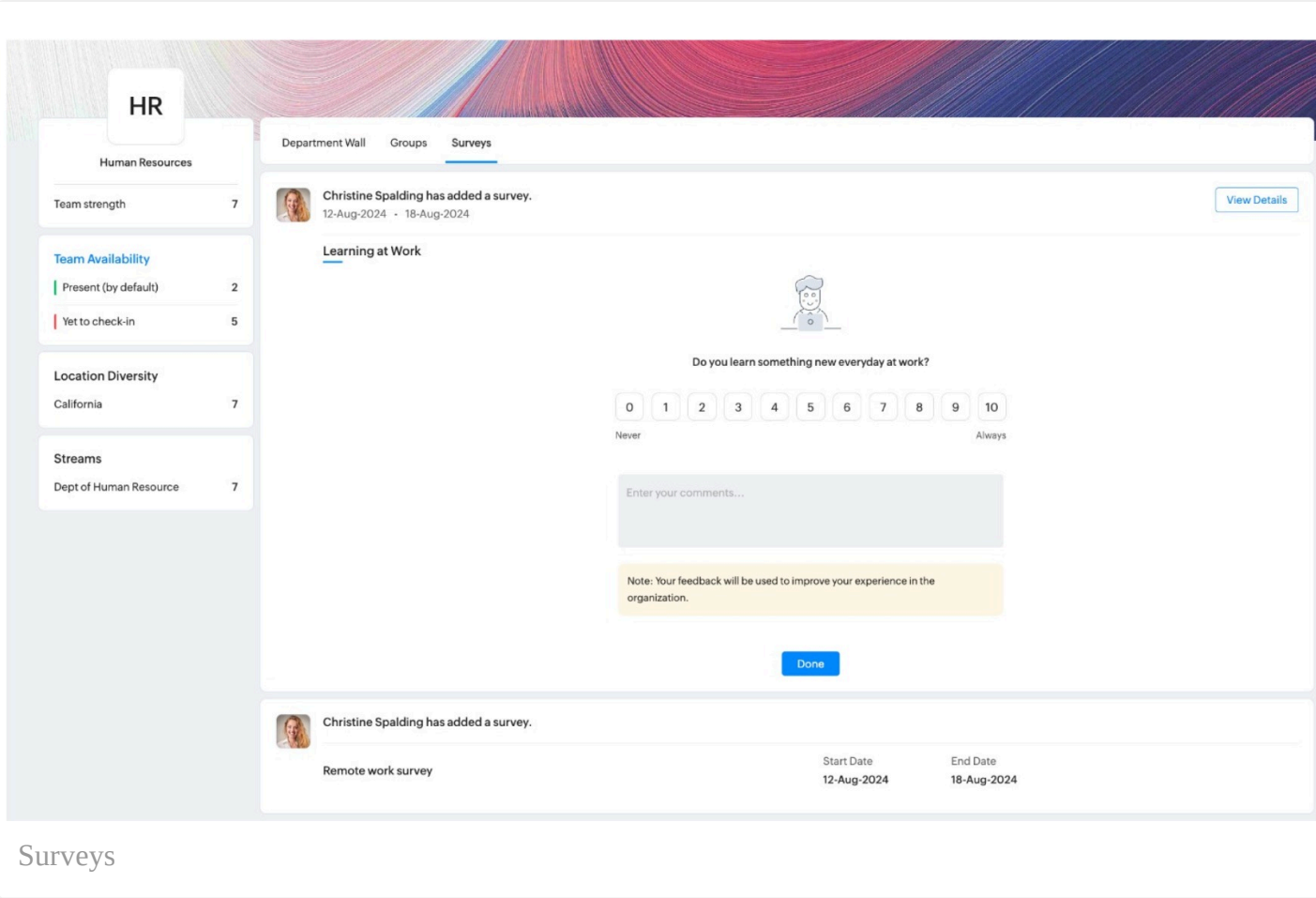
Managers and administrators can create a custom employee group or crew by bringing together individuals with common interests or responsibilities. For instance, groups like Event Organizers or Photography or Code Specialists to facilitate collaboration and knowledge-sharing within specialized areas. 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.

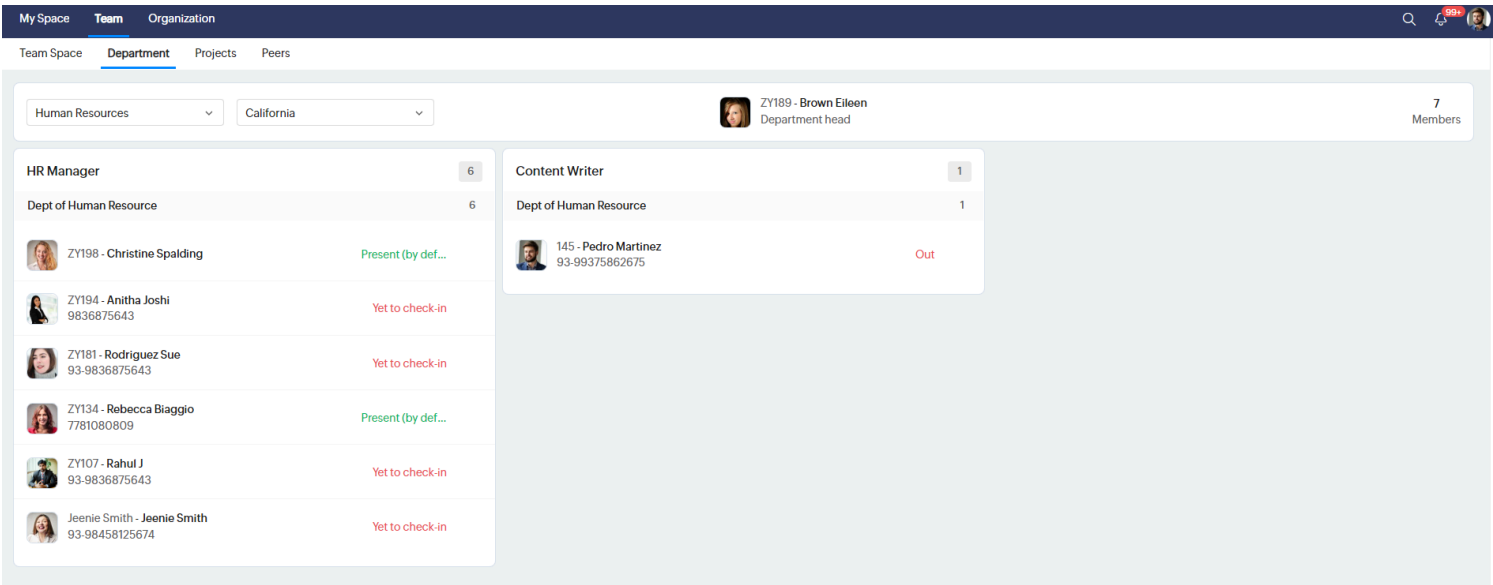
The **Surveys** tab displays surveys that are specific to each department. Employees can view and participate in surveys created for their department from this section. They can also find completed departmental surveys in this tab. (The tab will be visible only when there are surveys specific to your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



## 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 associated 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.

Team Space

Department

Projects

Peers

IMAX

IMAX

In-Progress

Assign Project Head

Project Cost0

Project Users1

Description

A detailed description helps give a clear picture about the project. Click [here](#) to add

Feeds

Project Performance

Jobs

Users

Attachments

Estimated vs logged hours

Estimated 00:00

Logged 45:27

Billable vs non-billable hours

Total Hours45:27

Billable 45:20

Non-billable 00:07

In-Progress vs completed Jobs

No Jobs added

Jobs - estimated vs logged hours

No Jobs added

User - Jobs status

User	Overdue	In-Progress	Completed
145 - Pedro Martinez	0	0	0

Top 5 active Jobs

There are no Jobs with time logs

Overdue Jobs

No Jobs are overdue

Top 5 contributors

145 - Pedro Martinez  
Logged Hours : 45:27 Hrs

Least 5 contributors

No users assigned

Top 5 busy bees

There are no users with completed 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**.

Team Space

Department

Projects

Peers

HR204 - Randall Gladstone

Members 5

ZY187 - Tara Miller

Debugging specialist

Present (by default)

EU103 - Michael Garcia

Developer

Yet to check-in

144 - Silver Goodman

HR Manager

Present (by default)

ZY105 - Espartaco Elizabeth

HR Manager

Yet to check-in

ZY107 - Rahul J

HR Manager

Yet to check-in

Chat

Audio Call

Video Call