



# Teams



# Contents

<b>Chapter 1: Teams Accessed from Specific Modules</b>	<b>1</b>
Overview	2
Manage Teams	3
<b>Chapter 2: Teams Accessed from Tools Navigation Menu</b>	<b>5</b>
Overview	6
Team Members	6
Team Member Personas	11

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# Chapter 1

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## Teams Accessed from Specific Modules

Topics:

- [Overview](#)
- [Manage Teams](#)

# Overview

## About Team Members

A team is a group of individuals who will complete a specified task. You can add both GE Digital APM users and non-GE Digital APM users to a team.

- GE Digital APM users will have an existing Security User record and an associated Human Resource record that was created automatically when the Security User record was created.
- Non-GE Digital APM users will not yet have a Security User record or a Human Resource Record. When you add a non-GE Digital APM user to a team, you are actually creating a new Human Resource record for that team member.

**Note:** A Security User record is required to log in to GE Digital APM. Team members who do not have Security User accounts may participate in and contribute to the teams of which they are members, but will not be able to use the application. While non-GE Digital APM users can be assigned a team role, the security privileges described in this documentation apply only to GE Digital APM users.

Members of a team can also be assigned a role within the team, which indicates the types of tasks for which that team member is responsible.

## About Team Member Roles

In Root Cause Analysis, Hazards Analysis, and SIS Management, you can assign team member roles to identify which team member is responsible for a given task related to a particular analysis. The following descriptions of roles assume that the user has full privileges to all families in the given module.

- **Principal Analyst:** The user who is responsible for facilitating and coordinating the analysis. The user who completes the initial steps required for an analysis is automatically designated the Principal Analyst by default. You can designate a different member as the Principal Analyst if needed. For a given analysis, the Principal Analyst can view, modify, copy, delete, publish, and unpublish an analysis.  
**Note:** No user, including the Principal Analyst, can modify a published analysis. If needed, the Principal Analyst can unpublish the analysis, modify, it, and then republish it.
- **Process Owner:** The team member who is responsible for managing the analysis and seeing it through to completion. After you assign a team member the role of Process Owner, that team member's name will appear in the Analysis Owner field in the analysis record. There can be only one Process Owner per analysis. However, a team member can be designated as both the Process Owner and Facilitator.
- **Facilitator:** The team member who is in charge of conducting the analysis and organizing the analysis team. There can be only one Facilitator per analysis. However, a team member can be designated as both the Facilitator and Process Owner.
- **Analysis Team Member:** Any user who is a member of an analysis team, and can perform most functions related to the analysis.
- **Viewer:** Any user who can only view the analysis after it has been published.

**Tip:** Refer to a specific module's documentation for details on which roles are used within each module.

# Manage Teams

## View the Details for a Team Member

### Procedure

1. Access the **Team Members** section for the team whose members you want to view.

**Hint:** Refer to a specific module's documentation for details on how to access this section.

A list of the users assigned to the team appears.

2. Select a user.  
The Human Resource record for the user appears. You can modify this information if necessary.

## Add a Team Member


When you add a new team member, you can add a user with an existing Human Resource record, or you can create a Human Resource record for the user at the same time that you add him or her to the team.


### Procedure

1. Access the **Team Members** section for the team to which you want to add a user.


**Hint:** Refer to a specific module's documentation for details on how to access this section.

A list of users assigned to the team appears.

2. At the top of the section, select .  
On the left side of the section, a list of the Human Resource records in the GE Digital APM database appears. On the right side of the section, any users already assigned to the team appear.

3. If a Human Resource record already exists for the user that you want to add to the team, on the left side of the section, select the Human Resource record, and then select .

If a Human Resource record does not already exist for the user that you want to add to the team:

- a) On the right side of the section, select .  
A blank datasheet for a Human Resource record appears.
- b) As needed, enter values in the available fields.
- c) Select **Add Team Member**.

The user represented by the Human Resource record is added to the team.

## Assign a Role to a Team Member

In Root Cause Analysis, Hazards Analysis, and SIS Management, you can assign team member roles to identify which team member is responsible for a given task related to a particular analysis.

### Procedure

1. Access the **Team Members** section for the team within which you want to assign a role.  
A list of users assigned to the team appears.
2. In the row for a user, select the value in the **Role** column.  
A drop-down list appears, containing the possible roles you can assign to the user.
3. Select the role that you want to assign.

**Note:** The Principal Analyst, Process Owner, and Facilitator roles can be assigned to only one team member at a time. If you want to assign a user to the Process Owner or Facilitator role, the role will be removed from the currently assigned user. However, if you want to assign a user to the Principle Analyst role, you must first assign the current Principle Analyst to a different role.

4. Select .

The team member is assigned the selected role, and the **Owner** field on the analysis datasheet is populated with the name of the team member you selected for that role.

## Remove a Team Member



When you remove a user from a team, you are deleting the link between the Human Resource record and the record with which it was associated. The Human Resource record itself is not deleted. Additionally, if you remove a team member who is assigned the role of Process Owner, the Owner field in the associated record will be cleared.

### Procedure

1. Access the **Team Members** section for the team from which you want to remove a user.

**Hint:** Refer to a specific module's documentation for details on how to access this section.

A list of users assigned to the team appears.

2. At the top of the section, select .
- On the left side of the section, a list of the Human Resource records in the GE Digital APM database appears. On the right side of the section, any users already assigned to the team appear.
3. On the right side of the section, select the user that you want to remove.
4. Select .

The user is removed from the team.



# Chapter 2

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## Teams Accessed from Tools Navigation Menu

### Topics:

- [Overview](#)
- [Team Members](#)
- [Team Member Personas](#)

# Overview

## About Teams

A team is a group of people in an organization that is responsible to complete a specific task. You can add both GE Digital APM users and non-GE Digital APM users to a team.

Teams are used in the following modules in GE Digital APM:

- Rounds
- Operations

## Access the Teams Page

### Procedure

In the module navigation menu, select **Tools > Teams**.

The **Teams** page appears, displaying the available teams in the pane.

The screenshot shows the 'Teams' page in GE Digital APM. On the left is a navigation pane with 'Teams' at the top, a '+ 88' icon, and a list of teams including 'Roanoke Analysts Team' (which is selected) and 'Perth Implementation Team'. The main content area is titled 'Roanoke Analysts Team' and has 'Delete' and 'Save' buttons. Below this is the 'TEAM DETAILS' section with a 'Team Name' field containing 'Roanoke Analysts Team' and a 'Site' dropdown menu set to 'Roanoke, VA'. The 'TEAM MEMBERS' section has a '+ Add Team Members' link and a table with two members:

Avatar	Name	Role	Dropdown	Remove
	Clem Jennifer	Member	▼	×
	Grids Meas	Member	▼	×

## Team Members

### About Team Members

Team members are individuals, who work closely to:

- Complete tasks assigned to them.
- Achieve the common goal assigned to the team.

In GE Digital APM, you can add both GE Digital APM users and non-GE Digital APM users to a team.


- GE Digital APM user: Any user who has an existing Security User record, and an associated Human Resource record that was created automatically when the Security User record was created. The GE Digital APM users belong to specific sites.
- Non-GE Digital APM user: Any user who does not have a Security User record but has a Human Resource record.

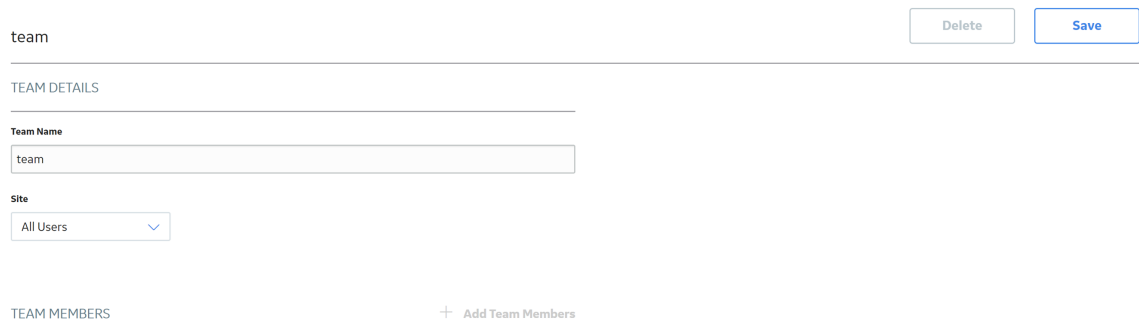
**Note:** A Security User record is required to log in to GE Digital APM. Team members who do not have Security User records may participate in and contribute to the teams in which they are members, but they cannot access the application. While non-GE Digital APM users can be assigned specific responsibilities

within a team, the security privileges configured for the other GE Digital APM users are not applicable to them.

## Create a Team

### Procedure

1. Access the **Teams** page.
2. In the pane that displays the list of teams, select  .  
The workspace for a new team appears.



team Delete Save

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TEAM DETAILS

Team Name  
team

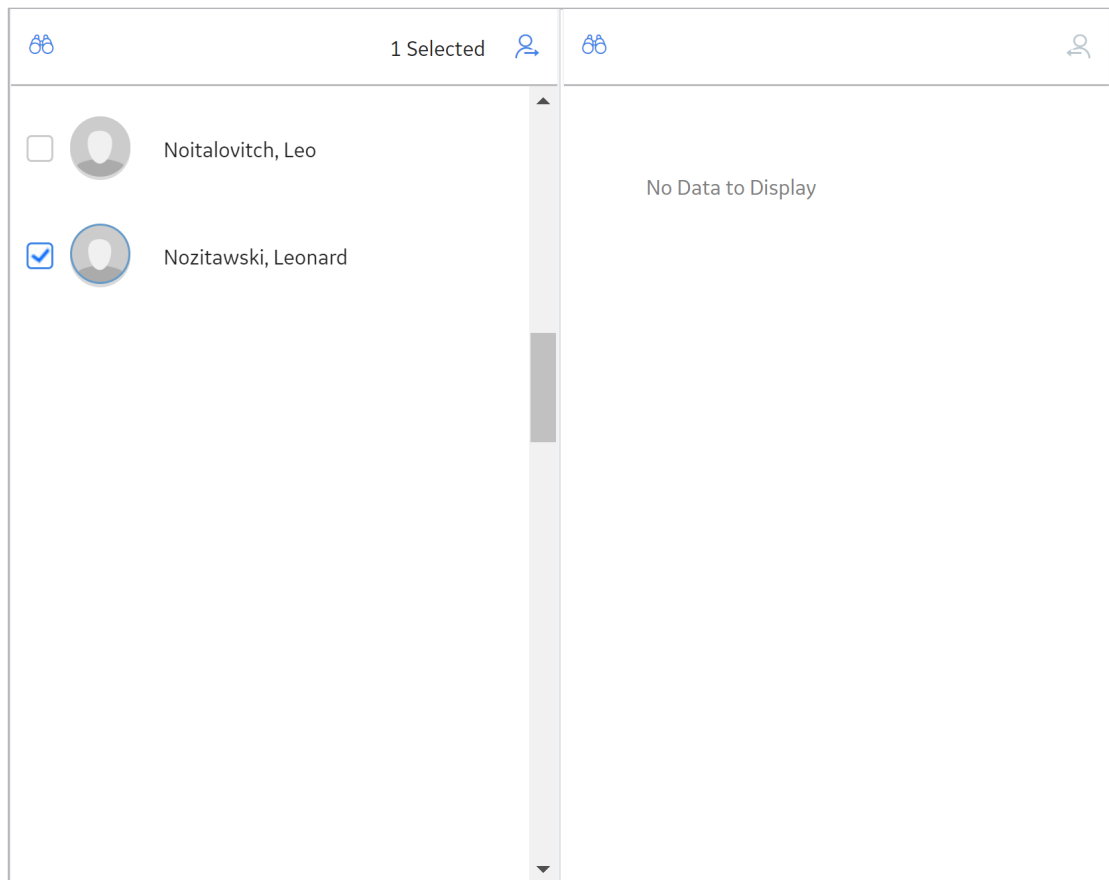
Site  
All Users


---


TEAM MEMBERS + Add Team Members

3. In the **Team Name** box, enter a name for the new team.
4. In the **Site** drop-down list box, select a site.  
All the GE Digital APM users assigned to the selected site appear in the **Add Team Members** window.  
**Note:** If you select **All Users** in the **Site** drop-down list box, all users including the Human Resource users and the Security Users appear in the **Add Team Members** window.
5. Select **Save**.  
The Team is created, and the **Add Team Members** link is enabled.
6. Select **Add Team Members**.  
The **Add Team Members** window appears.

## Add Team Members



7. Select the check box next to each user that you want to include in the team, and then select . The added users appear in the **Add Team Members** window.

**Note:** If you do not want to include a user from the list of the added users to the team, select the user, and then select .

8. Select **Save**. The added team members appear in the **TEAM MEMBERS** section.

The screenshot shows a web interface for managing teams. On the left is a sidebar with a 'Teams' header and a list containing 'Roanoke Analysts Team' (selected) and 'Perth Implementation Team'. The main area is titled 'Roanoke Analysts Team' and has 'Delete' and 'Save' buttons. Below the title is a 'TEAM DETAILS' section with a 'Team Name' field containing 'Roanoke Analysts Team' and a 'Site' dropdown menu set to 'Roanoke, VA'. At the bottom is a 'TEAM MEMBERS' section with a '+ Add Team Members' link and a table of two members:

Avatar	Name	Role	Dropdown	Remove
	Clem Jennifer	Member	▼	✕
	Grids Meas	Member	▼	✕

9. Select **Save**.

## Add Members to a Team

### Before You Begin

- [Create a Team](#).

### Procedure

1. [Access the Teams page](#).
2. In the pane that displays the list of teams, select the team to which you want to add the team members.


The workspace for the selected team appears.


This screenshot is identical to the one above, showing the 'Roanoke Analysts Team' details page. It highlights the 'TEAM MEMBERS' section and the '+ Add Team Members' link, which is the next step in the procedure.

3. In the **TEAM MEMBERS** section, select **Add Team Members**. The **Add Team Members** window appears.

## Add Team Members

The screenshot shows a dialog box titled "Add Team Members". The title bar includes a search icon, the text "1 Selected", a person icon, another search icon, and a close icon. The main content area is divided into two panes. The left pane contains a list of users with checkboxes: "Noitalovitch, Leo" (unchecked) and "Nozitawski, Leonard" (checked). The right pane is empty and displays "No Data to Display". A vertical scrollbar is located between the two panes. At the bottom right of the dialog are "Cancel" and "Save" buttons.

4. Select the check box for each user that you want to include in the team, and then select .  
The added users appear in the **Add Team Members** window.

**Note:** If you do not want to include a user from the list of the added users to the team, select the user, and then select .

5. Select **Save**.  
The added team members appear in the **TEAM MEMBERS** section.

The screenshot shows a web interface for managing teams. On the left is a sidebar with a 'Teams' menu and a list of teams: 'Roanoke Analysts Team' (selected) and 'Perth Implementation Team'. The main content area is titled 'Roanoke Analysts Team' and has 'Delete' and 'Save' buttons. Below the title is a 'TEAM DETAILS' section with a 'Team Name' field containing 'Roanoke Analysts Team' and a 'Site' dropdown menu set to 'Roanoke, VA'. Below that is a 'TEAM MEMBERS' section with a '+ Add Team Members' link. It contains a table with two members:

Avatar	Name	Role	Action 1	Action 2
	Clem Jennifer	Member	▼	×
	Grids Meas	Member	▼	×

6. Select **Save**.

## Delete a Team

### Procedure

1. Access the **Teams** page.
2. In the pane that displays the list of teams, select the team that you want to delete. The workspace for the selected team appears.

This screenshot is identical to the previous one, showing the 'Roanoke Analysts Team' configuration page. The 'Delete' button in the top right corner is highlighted in blue, indicating it is the next step in the procedure.

3. Select **Delete**.  
A message appears, asking you to confirm that you want to delete the team.
4. Select **Yes**.

## Team Member Personas

### About Team Member Persona

You can assign responsibilities to the team members based on the personas defined within a team. By default, the following personas exist within a team based on the tasks the team members perform:

- **Owner:** The team member who is responsible for managing the team and providing support to the team members to achieve the common goal assigned to the team.
- **Member:** Any user who is a member of a team and is responsible for completing an assigned task.
- **Control Room Operator:** The team member who is responsible for monitoring the operations of a site.
- **Shift Supervisor:** The team member who is responsible for supervising the team members of a shift.

# Associate a Persona to a Team Member

## Procedure

1. Access the **Teams** page.
2. In the pane that displays the list of teams, select the team to which the team member belongs. The workspace for the selected team appears.

The screenshot shows a web interface for managing teams. On the left is a sidebar with a 'Teams' header and a list of teams: 'Roanoke Analysts Team' (selected) and 'Perth Implementation Team'. The main area is titled 'Roanoke Analysts Team' and contains 'TEAM DETAILS' and 'TEAM MEMBERS' sections. The 'TEAM DETAILS' section includes a 'Team Name' field with 'Roanoke Analysts Team' and a 'Site' dropdown menu set to 'Roanoke, VA'. The 'TEAM MEMBERS' section has a table with two members: 'Clem Jennifer' and 'Grids Meas', both with a 'Member' role. Each row has a dropdown arrow and an 'X' icon. A '+ Add Team Members' link is at the top right of the table.

TEAM MEMBERS		+ Add Team Members	
	Clem Jennifer	Member	▼ X
	Grids Meas	Member	▼ X

3. In the **TEAM MEMBERS** section, select the drop-down arrow in the row for the team member, and then select the persona that you want to associate with the team member.
4. Select **Save**.  
The selected persona is associated with the team member.