

TEAMCENTER

Teamcenter for Microsoft Teams — Usage

Teamcenter 2412

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1. Change the language of the Teamcenter app for Microsoft Teams

To change the language of the Teamcenter app for Microsoft Teams, you change the language of the Microsoft Teams app. The Teamcenter app then uses the language set in the Microsoft Teams app.


Procedure

1. In the Microsoft Teams app, choose **Settings and more** > **Settings**.
2. In **Settings**, click **Appearance and accessibility**.
3. In the **Appearance and accessibility** area, go to the **Language** section and select a language from the list.
4. Click **Save and restart**.

The user interface language of the Teamcenter app changes to the language that you selected in the Microsoft Teams app.

Note:

- If you select a language in the Microsoft Teams app that is not supported by Teamcenter, the Teamcenter app shows the user interface in English.
- The data that is created in English in Teamcenter is displayed in English in the Teamcenter app, regardless of the language set in Microsoft Teams. For example, if a Problem Report name is created in English, it is displayed in English only.



1. Change the language of the Teamcenter app for Microsoft Teams

2. Create a problem report

You can test and create a problem report from the Teamcenter app within Microsoft Teams.

Procedure

1. In Microsoft Teams, start the Teamcenter app.
2. Choose **My Workspace > Create Change > Problem Report**.
3. In **Create Change**, do one of the following:
 - **Type the details manually**
 - a. Enter the required information.
 - **Use Azure OpenAI**
 - a. Click **Tell Me with Azure OpenAI**.
 - b. Narrate the problem by using the microphone, or type the problem in the text box.
 - c. Click **Summarize**.

The information in the **Create Change** panel is automatically completed by using the narration or text input that you provided earlier.

Tip:

If you are using the Teamcenter app on your mobile device, add an image as an attachment to better describe the problem. You can use the camera in your mobile phone to capture an image and then attach it.

Note:

- The **Problem Report** panel in your environment might appear different based on how it is configured by your organization.
- The system searches for a problem item based on the item name specified in Teamcenter. It accordingly finds the part and links it to the problem report. You can use wild cards (*) for search in the **Problem Item** field.

4. Click **Create**.

5. If you used the **Tell Me with Azure OpenAI** option, verify that the information you entered is correct. Modify the information, if required, by clicking **Edit** and then click **Create**.

Results

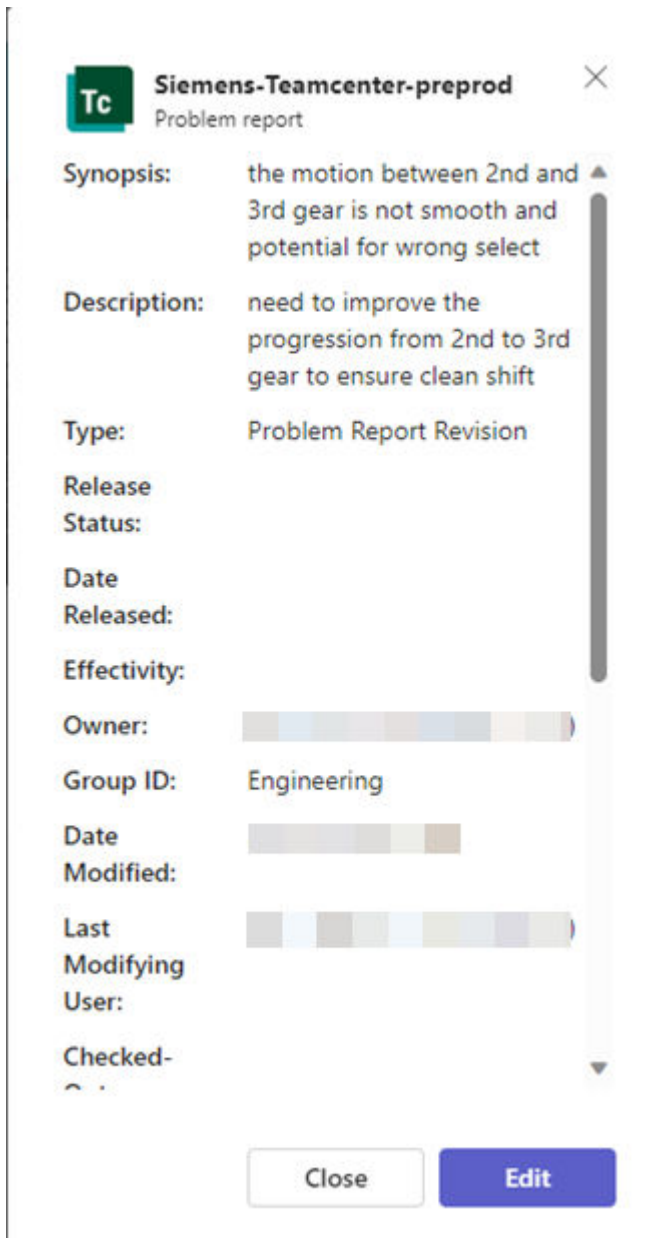
The newly created problem report appears in Microsoft Teams. Use the **Problem Item** field to search for the problem item in Teamcenter. You can use the asterisk (*) for a wildcard search.

3. Edit a problem report

You can check and edit an existing problem report from the Teamcenter app within Microsoft Teams.

Procedure

1. In Microsoft Teams, start the Teamcenter app.
2. In **My Workspace**, select the required problem report and click **Open**.
3. Click **Edit** to modify the problem report.



4. Modify the problem report and then click **Update** to save the details.

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Problem report

Synopsis:

the motion between 2nd and 3rd gear is i

Description:

need to improve the progression from 2nd to 3rd gear to ensure clean shift.

Type: Problem Report Revision

Release Status:

Date Released:

Effectivity:

Owner:

Group ID: Engineering

Date Modified:

Last Modifying User:

The problem report is updated.

4. Access a problem report saved in Teamcenter

Open a problem report from the Teamcenter app within Microsoft Teams.

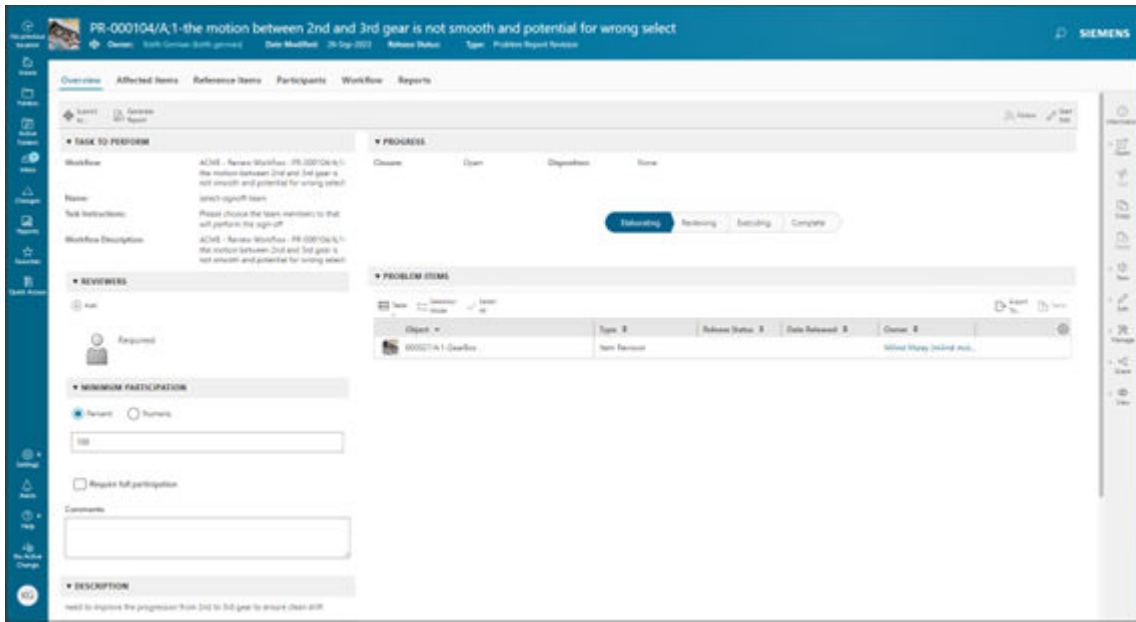
Procedure

1. In Microsoft Teams, start the Teamcenter app.



2. In **My Workspace**, click **Open in Teamcenter** to access the problem report.

4. Access a problem report saved in Teamcenter



The selected problem report opens in Teamcenter in a browser.

3. Click **Affected Items** to see if a problem item is attached, and click **Reference Items** to see if an image is attached.

5. Create a simple change

You can create a simple change from the Teamcenter app within Microsoft Teams by either typing in the details manually or by using Azure OpenAI.

Procedure

1. In Microsoft Teams, start the Teamcenter app.
2. Choose **My Workspace > Create Change > Simple Change**.
3. In **Create Change**, do one of the following:
 - **Type the details manually**
 - a. Enter the required information.
 - **Use Azure OpenAI**
 - a. Click **Tell Me with Azure OpenAI**.
 - b. Narrate the simple change by using the microphone, or type the simple change in the text box.
 - c. Click **Summarize**.

The information in the **Create Change** panel is automatically completed by using the narration or text input that you provided earlier.

Tip:

If you are using the Teamcenter app on your mobile device, add an image as an attachment to better describe the simple change. You can use the camera in your mobile phone to capture an image and then attach it.

4. Click **Create**.
5. If you used the **Tell Me with Azure OpenAI** option, verify that the information you entered is correct. Modify the information, if required, by clicking **Edit** and then click **Create**.

Results

The newly created simple change is displayed in Microsoft Teams. The simple change is submitted to a workflow, and the relevant user gets a notification that the workflow task is assigned to them.

6. View a workflow notification and open a task

If you have a workflow task, an indicator appears in the Teamcenter app and the **Chat** tab within Microsoft Teams.

Procedure

1. In Microsoft Teams, start the Teamcenter app and go to **Activity**.

Microsoft Teams displays card stating the details of the activity.

2. Click **Open**.

The workflow task opens in Microsoft Teams. Approve or reject the task and add a comment if needed.

Note:

Some task types are not yet supported in the Teamcenter App and must be performed in Teamcenter.

6. View a workflow notification and open a task

The screenshot shows a notification window titled "Siemens-Teamcenter-preprod" with a "Workflow Task" subtitle. The notification includes the following details:

- Name:** perform-signoffs
- Instructions:** Approve or Reject the attached
- Assignee:** [User avatars]
- Assignee Group/Role:** Engineering/Designer
- Active Surrogate:** [User avatars]
- Comment:** [Empty text box]
- Decision:** No Decision
- Decision Date:** [Empty field]
- Priority:** [Priority indicator]
- Start Date:** [Date range indicator]
- Last Modifying User:** [User avatars]

At the bottom of the notification, there are three buttons: "Close", "Reject", and "Approve".

7. Add approvers and contributors to a workflow task

In the Teamcenter app within Microsoft Teams, you can add one or more contributors and approvers to a workflow task.

Procedure

1. In Microsoft Teams, start the Teamcenter app.
2. Within **My Workspace**, select the required simple change, and then click **Open**.
3. In the **Simple Change Revision** panel, under **Participants**, click **Add** next to **Approver** or **Contributor**.
4. In the **Add Approver** or **Add Contributor** panel, under **Available Users**, search for users and then click **Select User** ⊕ next to the required users.

The users that you selected are listed in the **Selected Users** section.

5. Click **Add**.

The users that you selected are listed under the **Approver** or **Contributor** section in the **Simple Change Request** panel.

6. To close the **Simple Change Request** panel, click **Close**.

8. Open a workflow task in Teamcenter

Some tasks such as selecting a signoff team can only be performed from Teamcenter. Such tasks are identified using an **Open in Teamcenter** button. You must perform these tasks in Teamcenter. However, you can do so by opening Teamcenter from Teams itself.

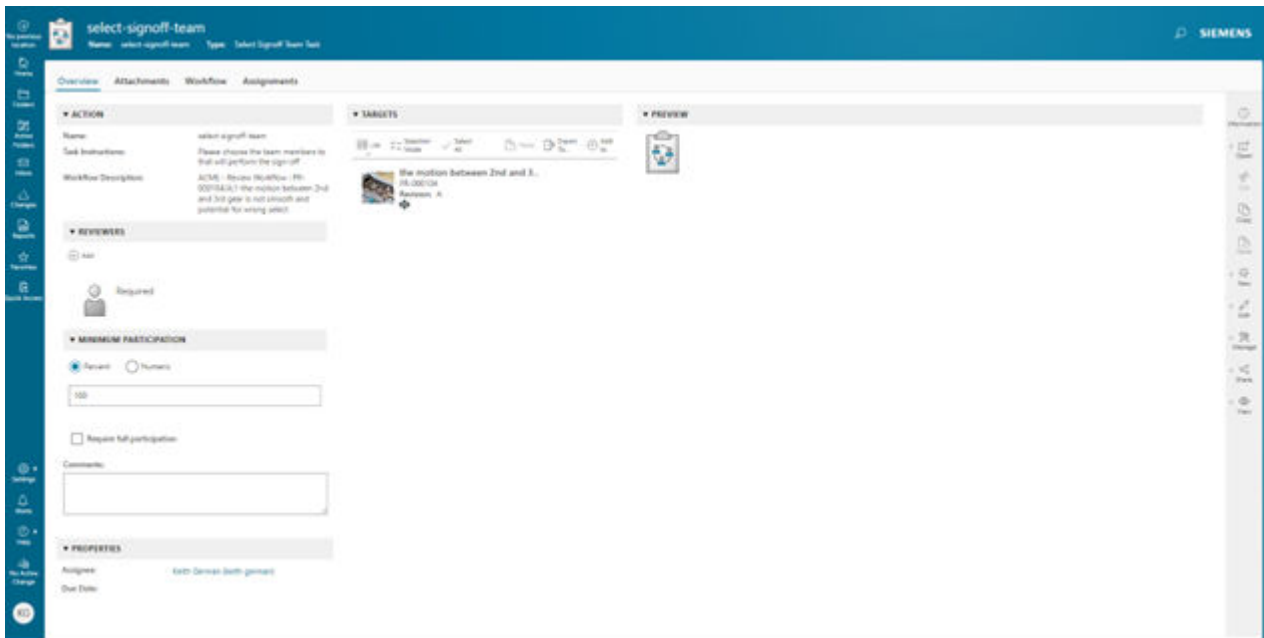
Procedure

1. In Microsoft Teams, start the Teamcenter app, and then go to **Workflow Tasks**.
2. Click **Open in Teamcenter** to sign off on a workflow task.

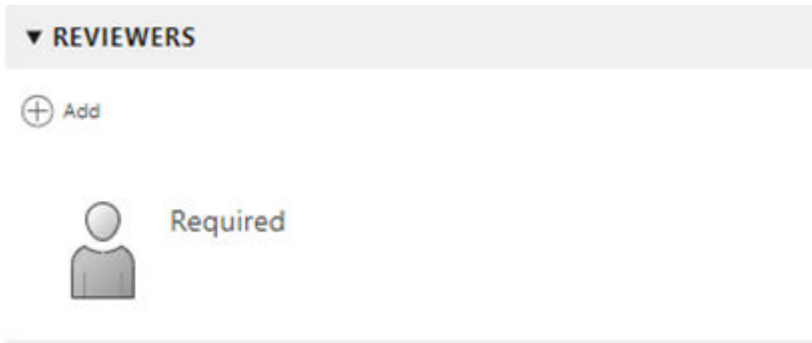
Tip:

To go directly to the target object in Teamcenter, click the link in **Target Objects**.

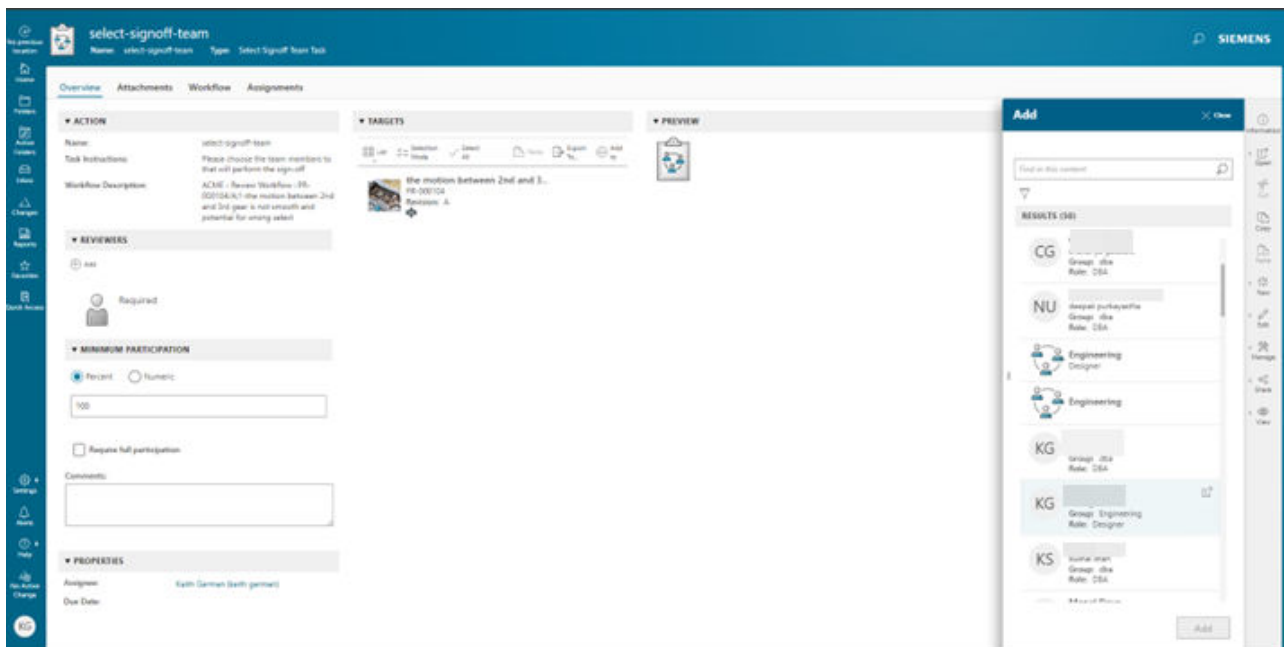
The task opens in Teamcenter in a browser.



3. Click **Add** to assign a new reviewer.



4. Add yourself a reviewer.



Your name appears in the list of reviewers.

5. Complete the task.

Overview Attachments Workflow Assignments

▼ ACTION

Name: select-signoff-team

Task Instructions: Please choose the team members to that will perform the sign-off

Workflow Description: ACME - Review Workflow : PR-000104/A;1-the motion between 2nd and 3rd gear is not smooth and potential for wrong select

▼ REVIEWERS

+ Add

KG Engineering/Designer
Decision Needed **No**

▼ MINIMUM PARTICIPATION

Percent Numeric

100

Require full participation

Comments:

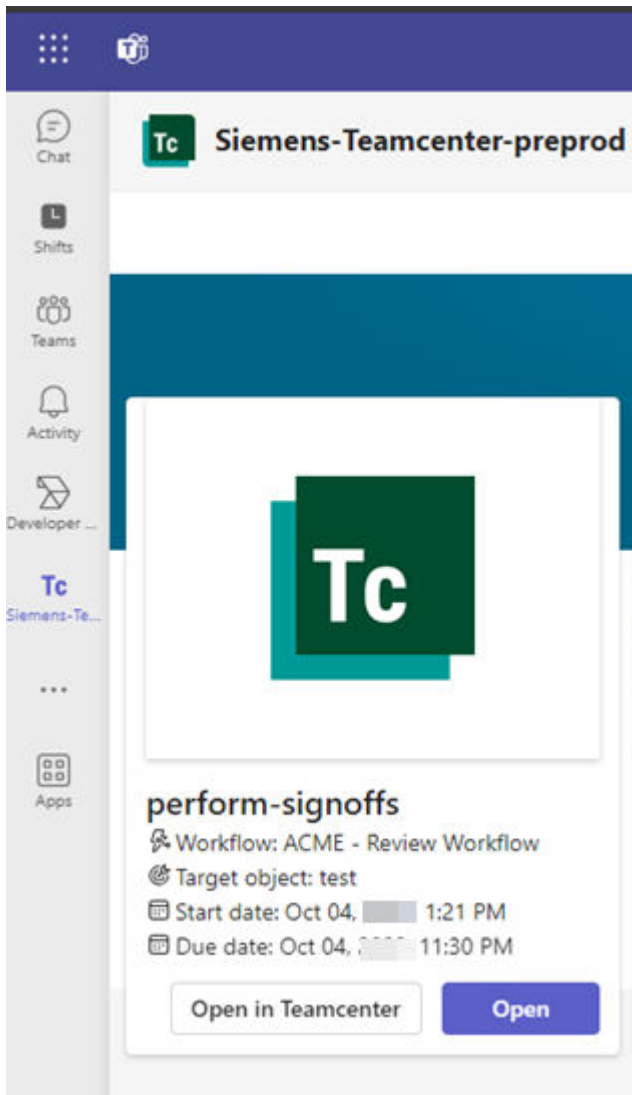
Complete

9. Perform a workflow task in Microsoft Teams

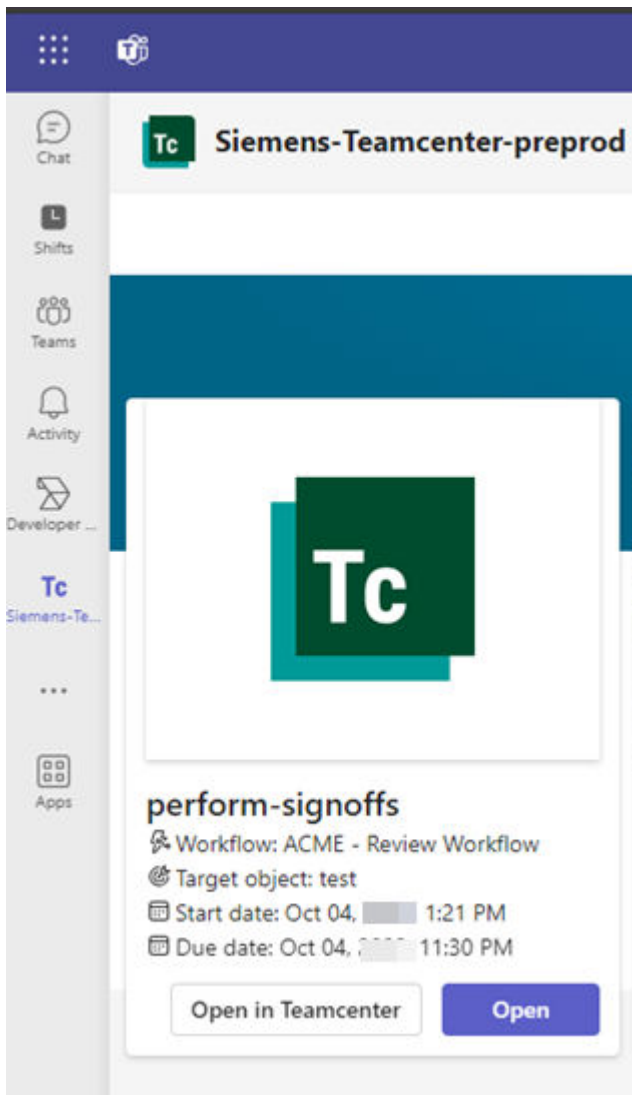
Perform a signoff task in Microsoft Teams.

Procedure

1. In Microsoft Teams, start the Teamcenter app, and then go to **Workflow Tasks**.



2. Go to the signoff task and click **Open**.



3. Enter a comment and click **Approve** to complete the task, or click **Reject**, as appropriate.

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Workflow Task

Name perform-signoffs

Instructions Approve or Reject the attached

Assignee

Assignee Group/Role Engineering/Designer

Active Surrogate

Comment

Decision No Decision

Decision Date

Priority

Start Date

Last Modifying User

Close
Reject
Approve