

Welcome to Team@Work!

Team@Work differs from most desktop applications in two important aspects:

- Before you can use it to coordinate projects, distribute tasks and monitor processes in your organization, you have to configure it - Team@Work comes with no knowledge of the specifics of your company and business. You have to enter
 - your company's organization structure, managers, employees, external partners
 - user details, roles and permissions
 - typical process templates (workflows)
 - scheduled processes, if there are any
- Team@Work is a client / server system. All information is stored and processed on a server. Users access the information on the server remotely via client applications. Thus the typical Team@Work installation will consist of a single server and many clients.

As a result, although installing the software is easier than installing MS Word, configuring the system properly so that it can be used in your organization requires some effort.

Evaluating Team@Work

If your goal is to evaluate Team@Work, then it makes sense to take two shortcuts.

First, instead of installing the system on multiple machines with a dedicated server you can install it on a single machine. You will still have the full functionality of Team@Work but you won't have to deal with networking issues.

Second, the system comes with a sample configuration for a fictitious company, M&R. This configuration is stored in the Demo Database and allows trying out the system without having to configure it first. Of course, you can't use this demo configuration for doing actual work - it does not reflect the structure and processes of your firm.

By default, after installation the server will be accessing the Demo Database. Also, if you installed the complete Team@Work suite on a single computer, you will not have to configure anything.

For step-by-step instructions on how to install Team@Work for evaluation, please read the document *installation for evaluation1.pdf* included in this installation package.

Included in the installation package are two flash movies that provide a quick demo of Team@work. The names of the files are *designing workflows with Team@Work.swf* and *managing projects with Team@Work.swf*.

Using Team@Work for doing real work.

The installation process is almost identical to the one for the evaluation version - the only difference is that you will likely want to install the server software on a dedicated computer and install the client applications on multiple machines. After that you have to import the license and set up the connection between the client computers and the server. For step-by-step instructions please see the file *typical installation.pdf* included in this installation package.

Your next task is configuring the system for the needs of your organization. First, using the Control Center application you have to switch from Demo to Real mode. Second, you have to define the organization structure of your firm, enter employees, managers, partners, etc.; define roles and permissions; define workflows. You can view a flash movie showing the basics of switching from Demo to Real mode and setting up an organization structure. Please see the file *switching from demo to real mode.swf* included in this installation package.

Contacting us

If you need to get in touch with us please e-mail us at support@team-at-work.net.