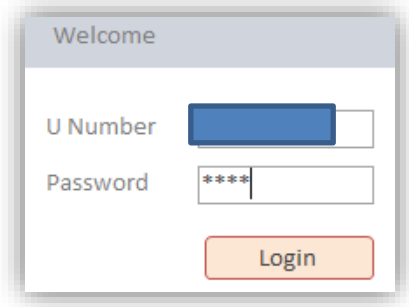Login to the TQM app with your U number and password.
In case you have not changed it, the generic password is welcome.

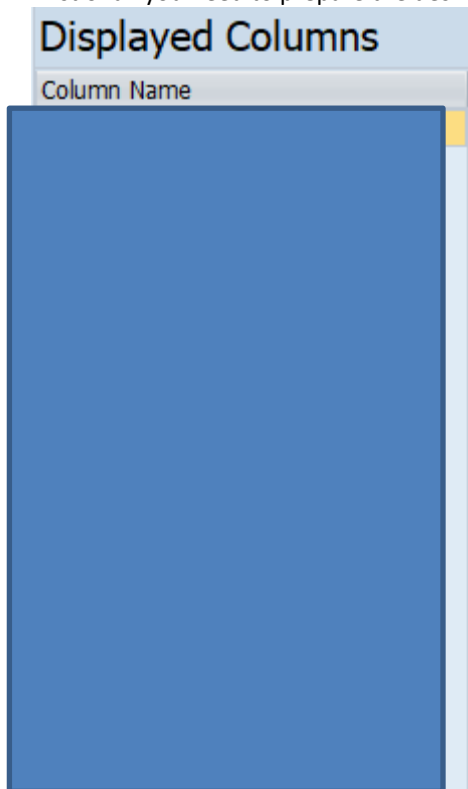| Welcome	
U Number	
Password	****
	Login

1. Upload cases

First of all you need to prepare the desired data in the needed layout from the

Displayed Columns

Column Name

Open the Upload cases section from the Home page.

Welcome, Petya Kuzmanova

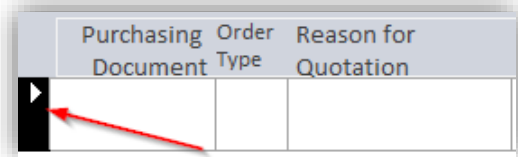| Upload cases	Team Barometer
Purchase Orders	Admin panel

Click on the button   Header template   and Excel file with the desired header level will appear.

Copy the cases that you want to upload from SAP and paste the records in this excel and then copy them again (Ctrl+A & Ctrl+C) together with the header level.
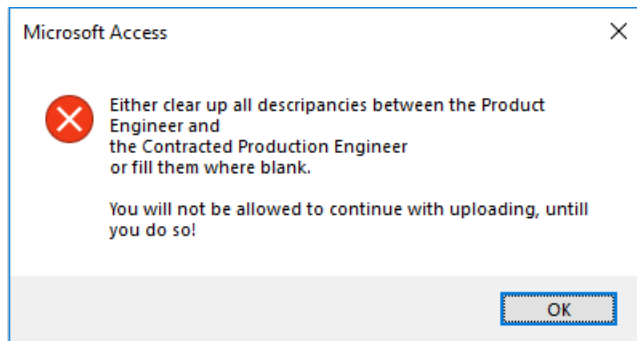
Open access again and click on the record selector on the left of the table to make it black or click Ctrl+A, you can now paste the cases.

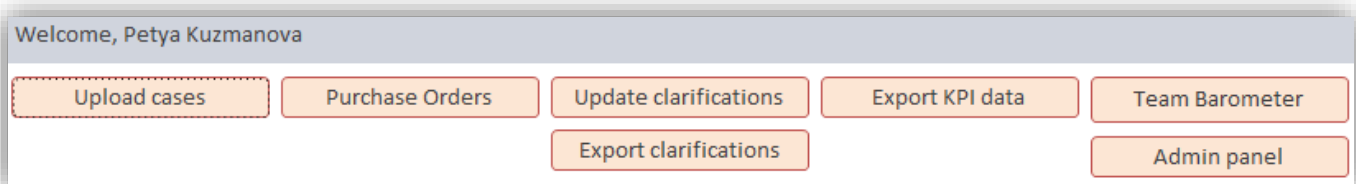In order to see for which cases the PE and CPE does not match click on

the **Show Descripancies** button. Those fields cannot be left blank and have to be equal.

You will not be allowed to enter one case more than once in this table and in the main table.

2. Purchase Orders

Open the Purchase Orders Section from the Home page

The POs are separated by different colors and when you click on a PO record you can see a little triangle on the left which indicated that this record is selected.

When you click on the **Edit** button on the right, you can edit the PO.

Known functionalities like Ctrl+A to select all the records and Ctrl+C do work here. You can copy it all an paste it in excel.

Case 1

Click to edit the data for this PO.

Case 2

Indicates selection

Right click on any of the fields in order to indicate filter criteria.

When you place your cursor on a field, it will change it color to indicate it.

When you have a quote reason like C01, P01, P02, P09, this field will be colored in dark blue, in

order to attract your attention.

In the header section you can see consolidated information about the PN selected.

In case you want to know under which PO is this data acquired or if you want to edit it, click on the Show PN Info button.


3. Update clarifications

Whenever you are unable to work in the TQM App or you need to mass update some POs data, please first export the data from the home form through the button Export clarifications .

The file with the file name PO_Export_[current data]_manualExport.xls will be created, containing all the TQM cases. Please work in this excel table and do not change the header columns.

PO_Export_20190605.xls	6/5/2019 7:51 AM	Microsoft Excel 97...	11,953 KB
PO_Export_20190606.xls	6/6/2019 7:53 AM	Microsoft Excel 97...	11,995 KB
PO_Export_20190606_manualExport.xls	6/6/2019 2:26 PM	Microsoft Excel 97...	7,792 KB
PO_Export_20190607.xls	6/7/2019 8:35 AM	Microsoft Excel 97...	12,049 KB
PO_Export_20190610.xls	6/10/2019 7:31 AM	Microsoft Excel 97...	12,073 KB

Whenever you are ready to update the data, open form Update clarifications and the paste the POs that you need to update. The fields that have an asterisk * are going to be updated if there is data for them. You will also not be allowed to update in the main database with blank data.

For each PO the fields [Revised on] and [Revised by] will be automatically populated with your U number and the today's date.

Paste only the data that you need to update and only for existing POs. In case in your data there are POs that does not exist in the main database, you will not be allowed to continue.

Microsoft Access ✕

❌ You are trying to update POs that does not exist in the main database. Clear up all descripancies.

You will not be allowed to continue with updating, untill you do so!

OK
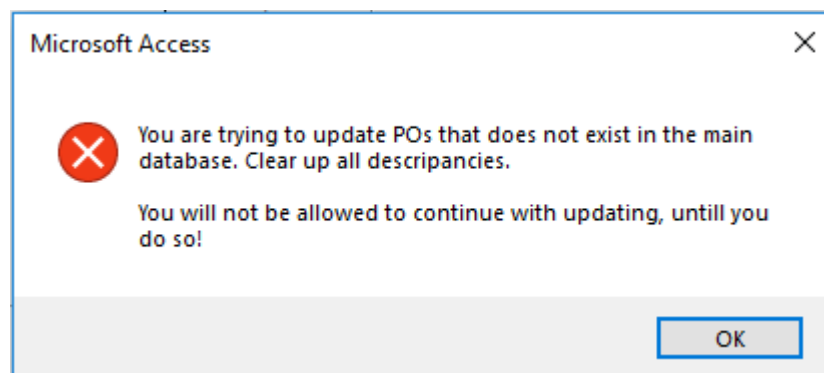
4. Admin Panel

In the Admin Panel you can change the engineering groups allocation and also the users details.

Admin Panel			Back
Engineering groups allocation			
Groups TQM	PEP	Engineer	

Record: 1 of 8   No Filter   Search

Users' Data control

Name	U Number	Password	Role	Last back-up on
Petya Kuzmanova		asdf	Admin	4/22/2019
		welcome	Admin	4/17/2019
		welcome	Admin	4/8/2019
		welcome	Admin	4/17/2019
		welcome	Admin	4/17/2019

Record: 1 of 5   No Filter   Search

5. Team Barometer

The barometer is the place where you can anonymously share your mood. Next to your name collects only how much moods you have shared. The mood itself is collected separately.

Team mood barometer			Back
How do you feel today?	Name	№ of Moods	CW
[dropdown] Submit	Petya Kuzmanova	2	16
		2	12
		2	11
		2	14
		0	0