



# Teamcenter Training

## Introduction and Overview



It takes approximately 10 minutes to complete this module.

There is no audio. You are required to click **Next** to advance.



# OBJECTIVES

## **After this training, you will be able to:**

- Describe Teamcenter and its benefits
- Open and login to Teamcenter
- Recognize key sections of the My Teamcenter interface
- Change your user group and role

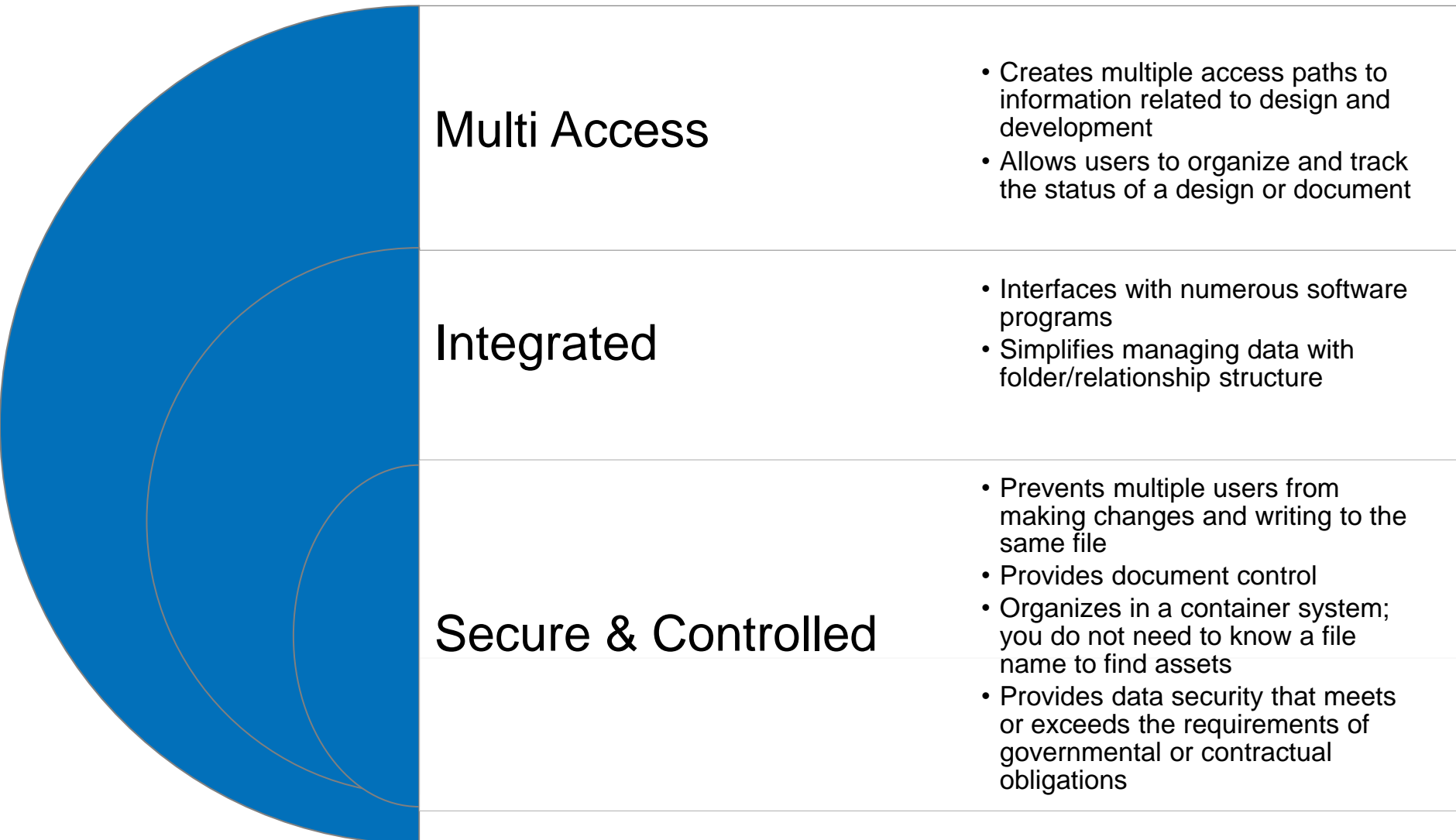
# WHAT IS TEAMCENTER?

Teamcenter is a software application that runs on your computer and delivers Product Lifecycle Management (PLM) and process-related information in a single, central system.

It includes management of:

- Computer-aided design (CAD) data
- Model, drawings, and data
- Parts information
- Documents

# TEAMCENTER



# HOW CAN TEAMCENTER HELP ME?

## Organization

- By Responsibility
- By Discipline
- By Project
- By Individual

## Status of Data

- Start
- In Work
- Release

## Concurrent Engineering

- Teams/individuals work simultaneously
- No directories allows for data control

# NATIVE OS VS. TEAMCENTER

## Native OS

- Uses directory paths
- File names
- Extensions

## Teamcenter

- Uses a container structure
- Relational database
- No directory paths
- Maintains history
- Check-in/Checkout files for better document control

# OPEN TEAMCENTER

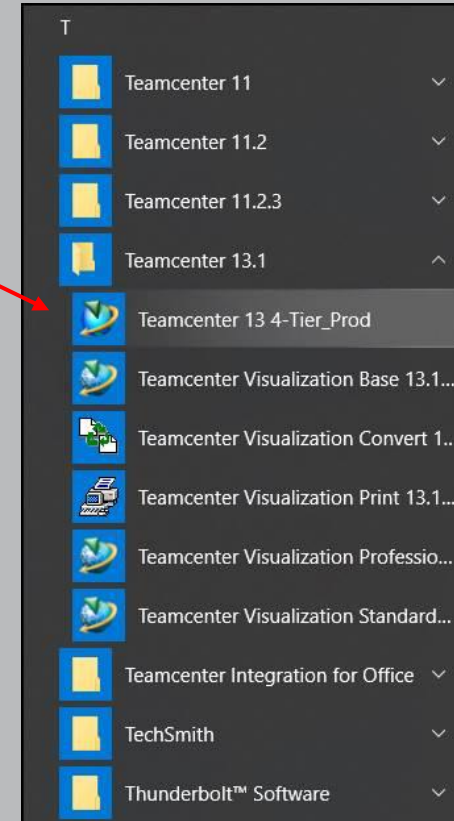
## To open Teamcenter:

Select **Start** → **All Programs** →

**Teamcenter 13.1** → **Teamcenter 13 4-Tier\_Prod**



**Remember:** Choose the most current version available.



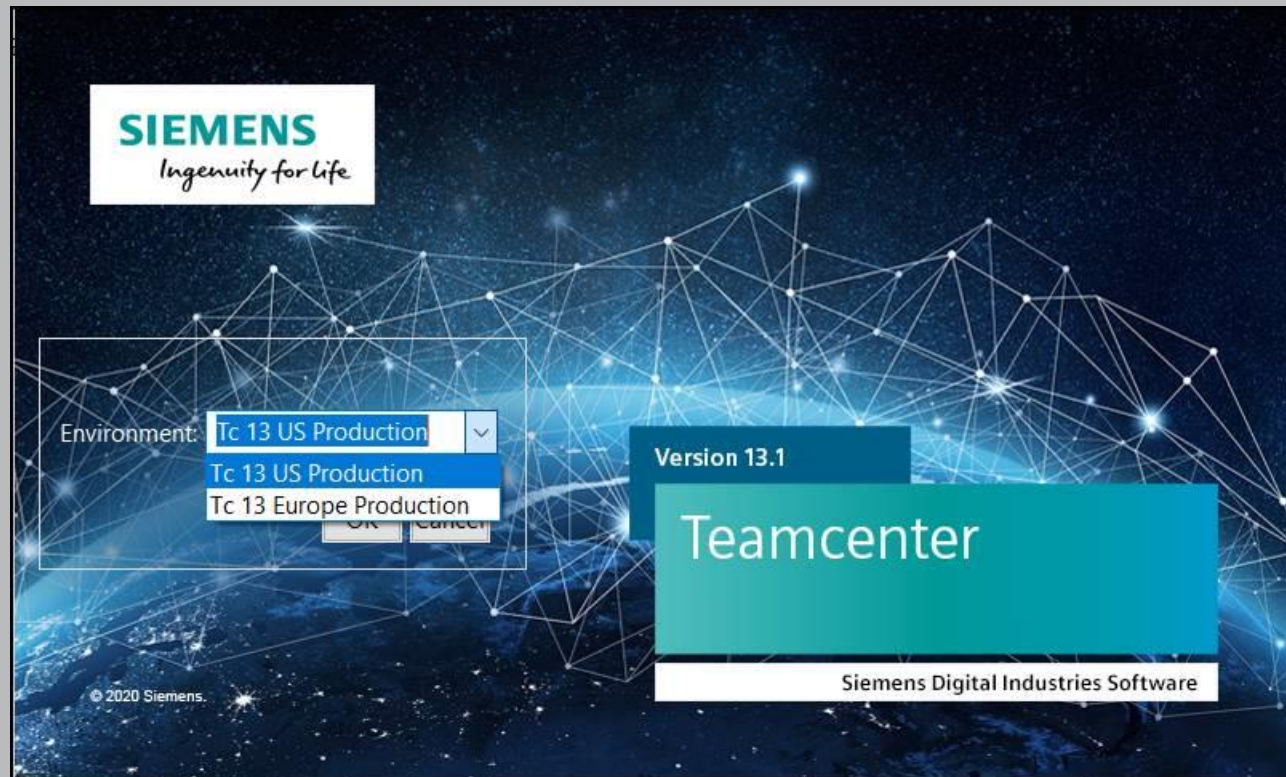
**Tip:** A shortcut may be available on your desktop.



# LOGIN TO TEAMCENTER

## To Login to Teamcenter (Prod Environment):

- The Production Environment uses Single Sign-On
- Select the **Server** for your location (the site you are at).
- Click **OK**

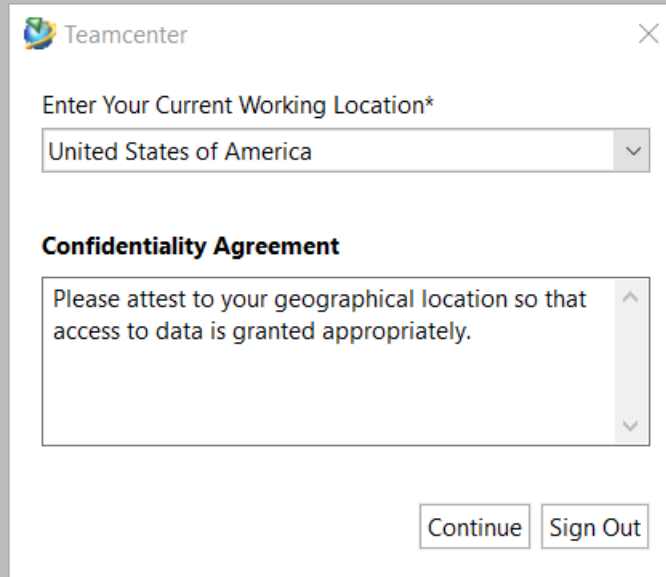




# LOGIN TO TEAMCENTER

## To Login to Teamcenter:

- Select your **Current Working Location**
- Click **Continue**



A screenshot of the Teamcenter login dialog box. The window has a title bar with the Teamcenter logo and the text 'Teamcenter'. Inside the window, there is a section titled 'Enter Your Current Working Location\*' with a dropdown menu showing 'United States of America'. Below this is a section titled 'Confidentiality Agreement' with a text area containing the text 'Please attest to your geographical location so that access to data is granted appropriately.' At the bottom right of the dialog are two buttons: 'Continue' and 'Sign Out'.

Teamcenter

Enter Your Current Working Location\*

United States of America

**Confidentiality Agreement**

Please attest to your geographical location so that access to data is granted appropriately.

Continue Sign Out

# LOGIN TO TEAMCENTER (CONT.)

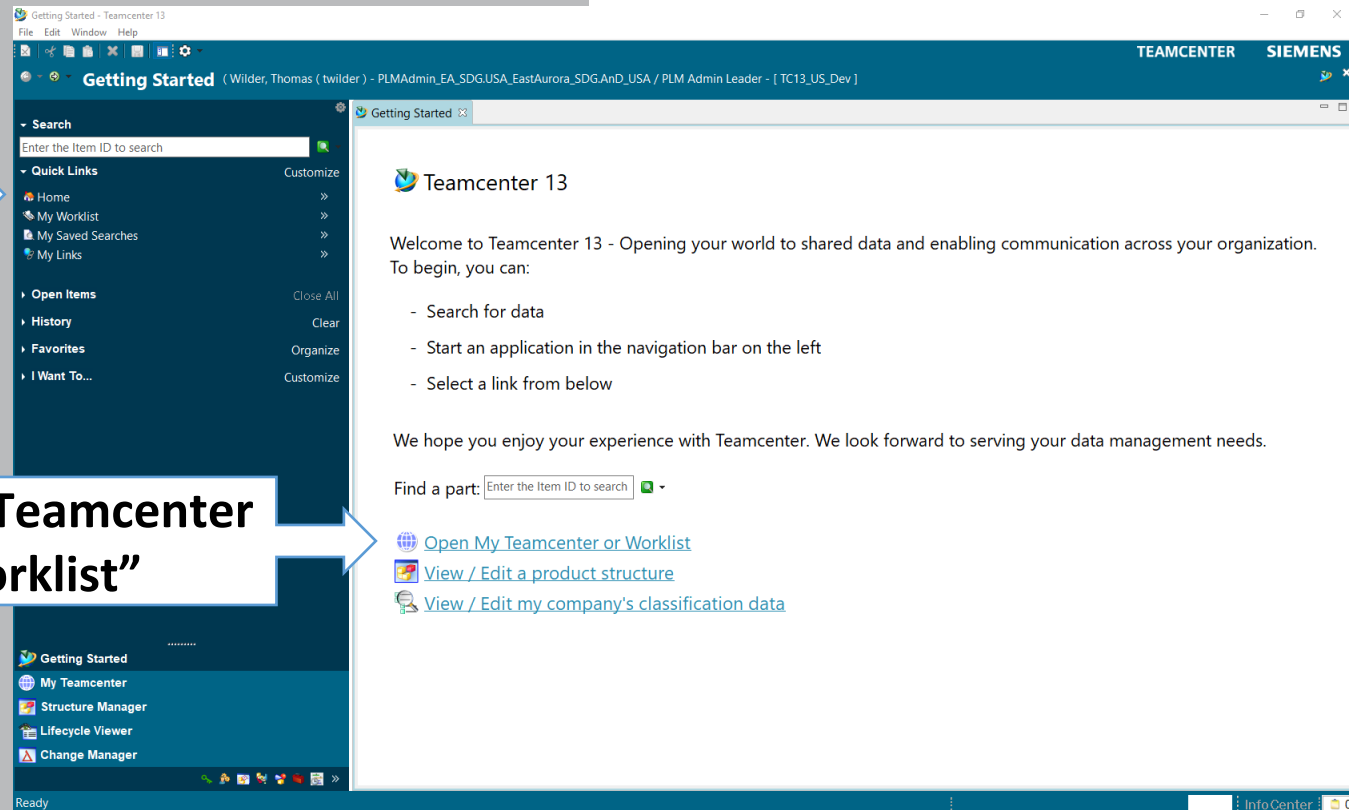
The first time you login, you will see the Welcome to Teamcenter screen.

Click **Home** to open My Teamcenter.

The first time you login you see this Screen! Select Home or Open My Teamcenter or Worklist.

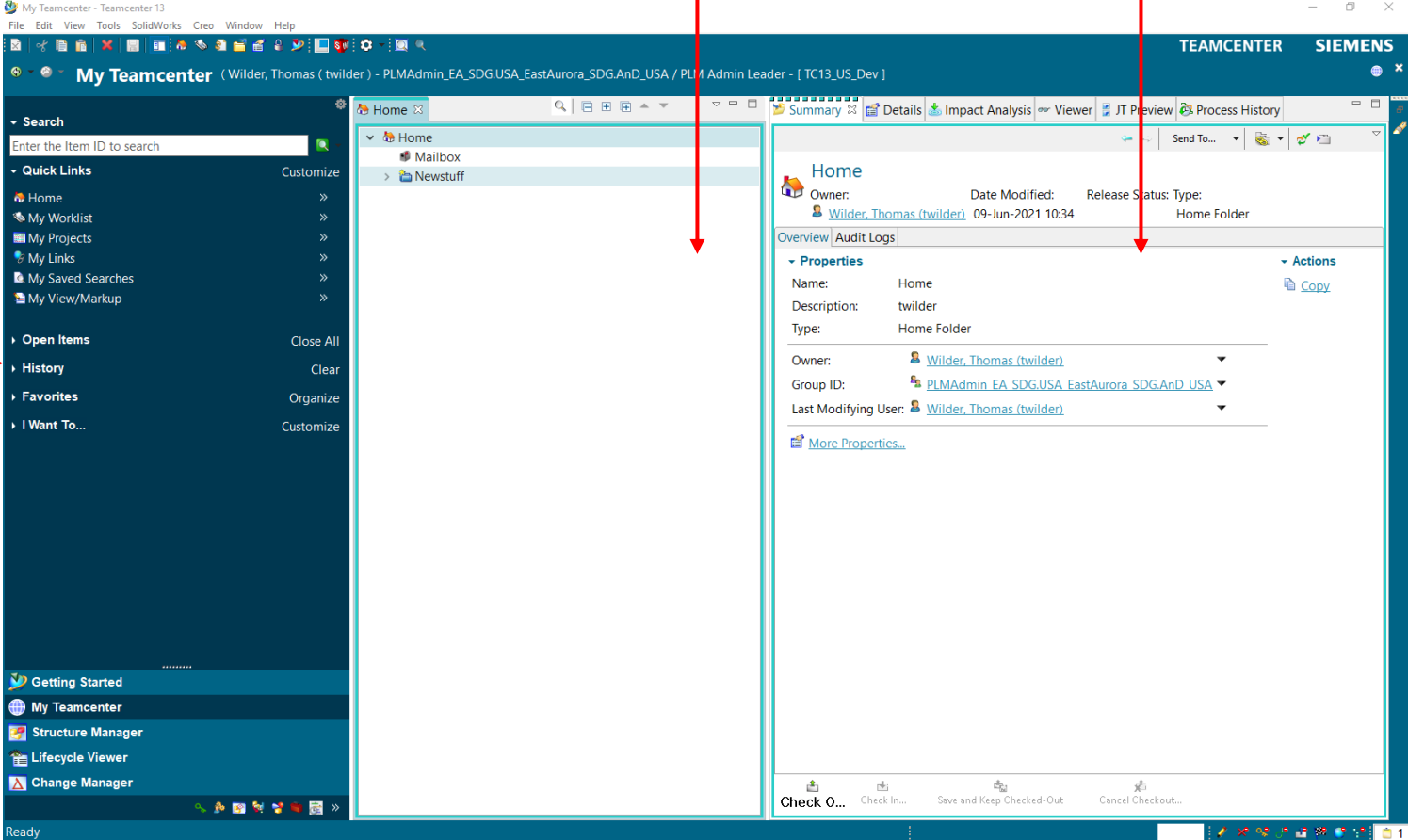
**Home**

**Open “My Teamcenter  
or Worklist”**



# MY TEAMCENTER OVERVIEW

By default, My Teamcenter is organized into three distinct panes (from left to right):



The screenshot displays the My Teamcenter interface, which is organized into three distinct panes:

- Navigation:** Located on the left, it contains a search bar, quick links (Home, My Worklist, My Projects, My Links, My Saved Searches, My View/Markup), and a list of open items, history, favorites, and I Want To... It also includes a section for Getting Started with links to My Teamcenter, Structure Manager, Lifecycle Viewer, and Change Manager.
- Component:** Located in the center, it displays a tree view of the component structure, showing a Home folder containing Mailbox and Newstuff.
- Data:** Located on the right, it displays the properties of the selected component (Home Folder). The properties include Name (Home), Description (twilder), Type (Home Folder), Owner (Wilder, Thomas (twilder)), Date Modified (09-Jun-2021 10:34), Release Status, and Type (Home Folder). It also includes an Actions section with a Copy button and a More Properties link.

Red arrows point from the labels "Navigation", "Component", and "Data" to their respective panes in the interface.

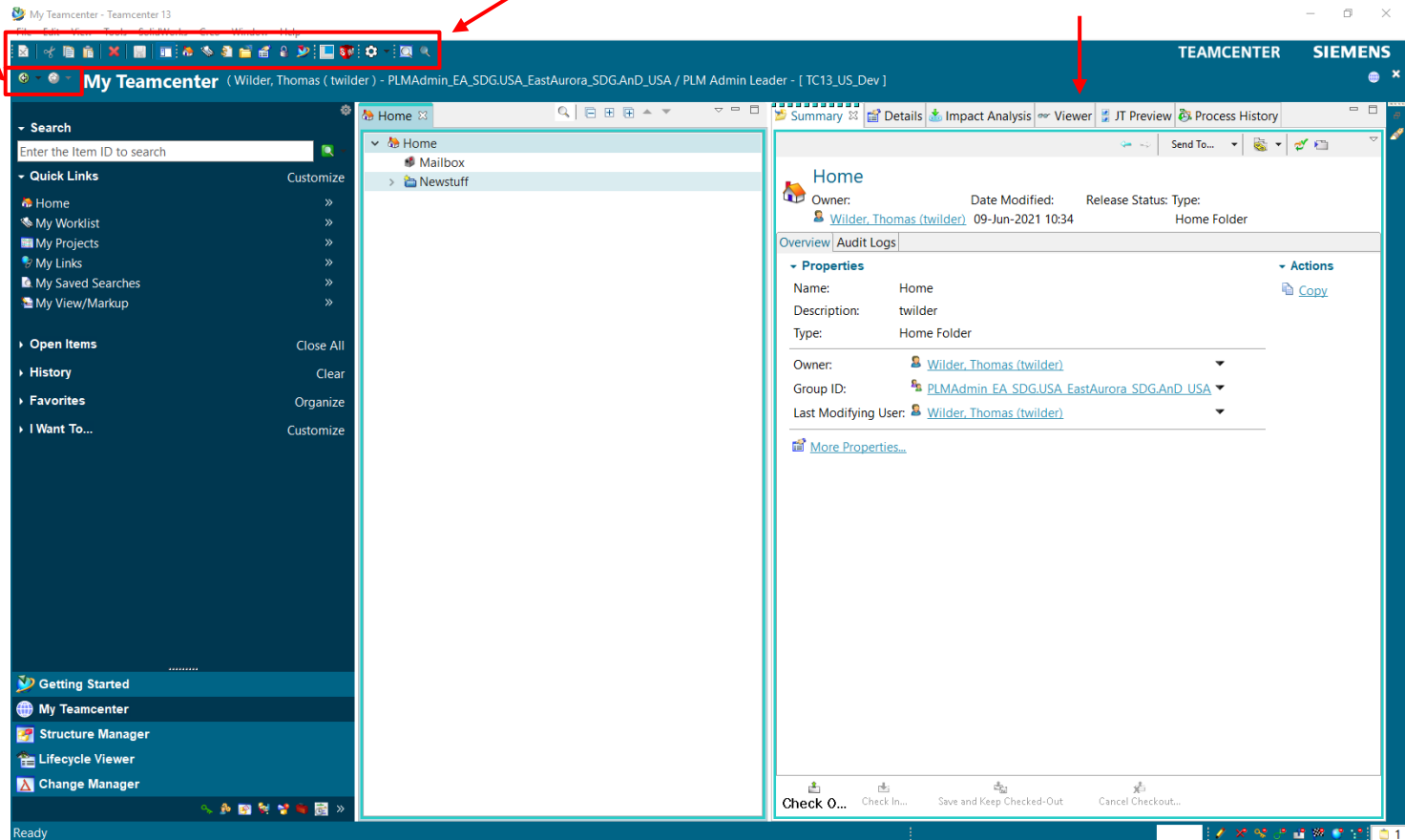
# MY TEAMCENTER OVERVIEW (CONT.)

You can navigate My Teamcenter using menu drop-downs, buttons, toolbar shortcuts, and tab views.

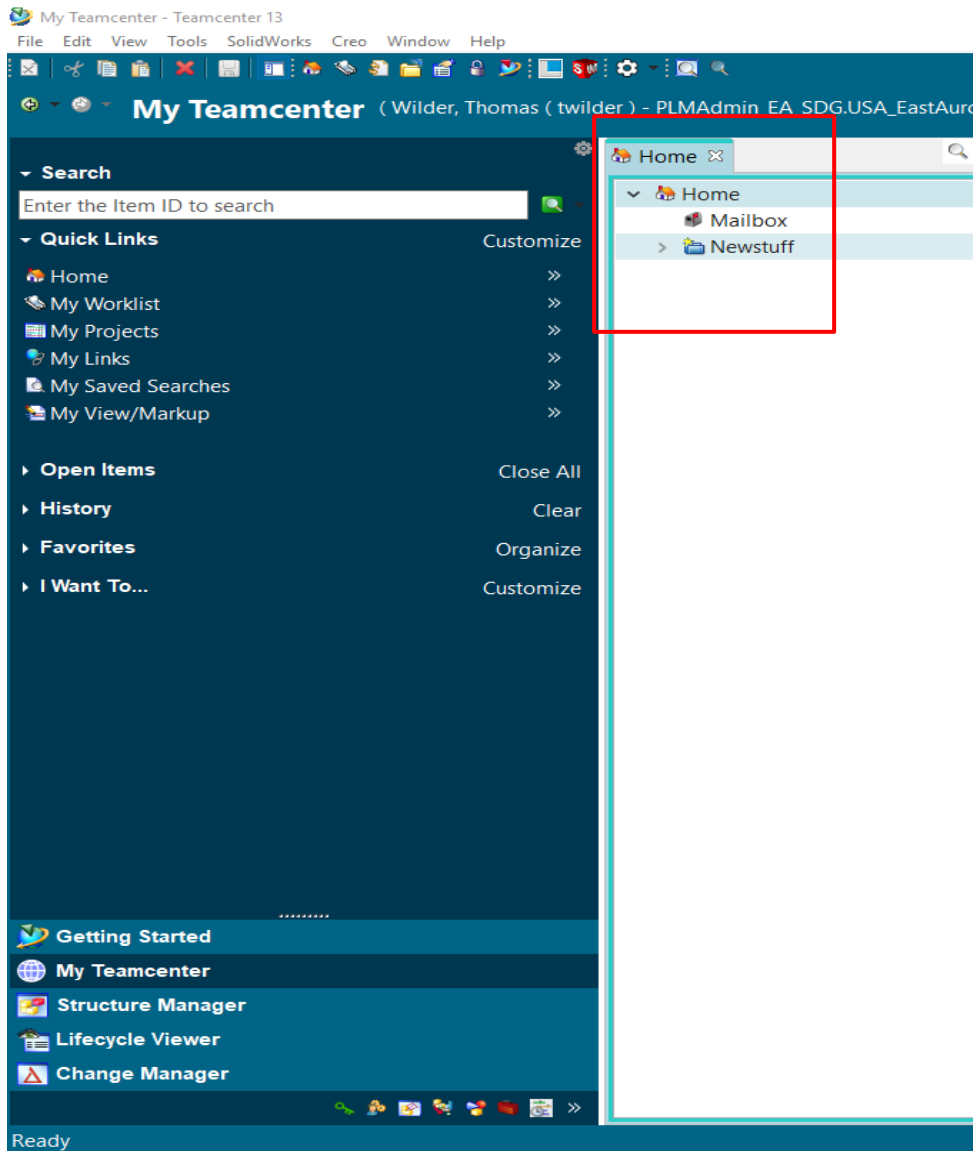
Back and forward buttons

Menus and toolbars

Data tabs



# MY TEAMCENTER OVERVIEW (CONT.)



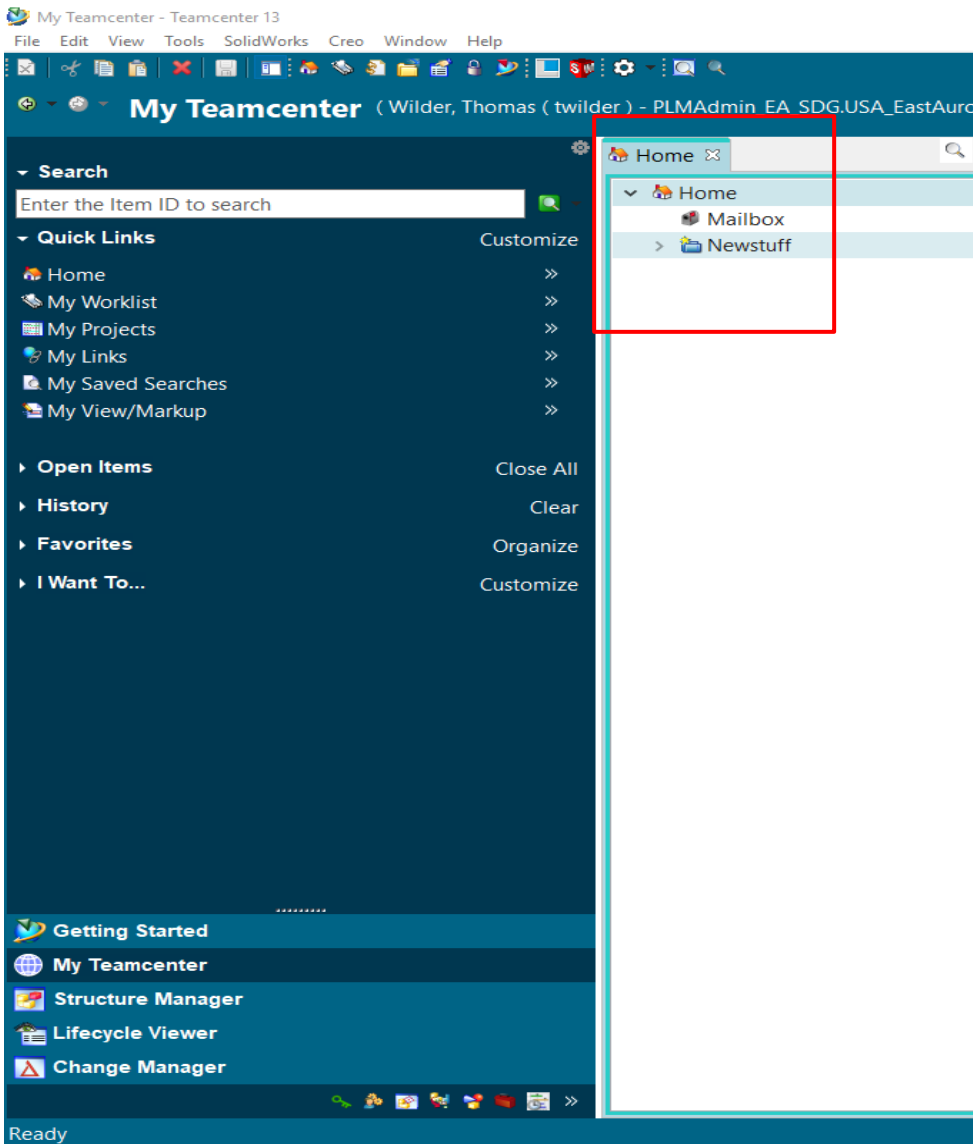
By default, the Component Pane displays the Home tab. The Home tab includes the Home and Newstuff folders. (NOTE: Mailbox will not be available for Moog users.)

A folder is an *object* that contains references to other *objects*. Folders can contain other folders.

Double-click or expand a folder to display its contents.

Similar to other software programs, when you right-click on a folder or an object, you will see an expanded menu with a variety of shortcut features including cut, copy, and paste.

# MY TEAMCENTER OVERVIEW (CONT.)



The **Newstuff** folder contains object references for data you create without a target location selected.

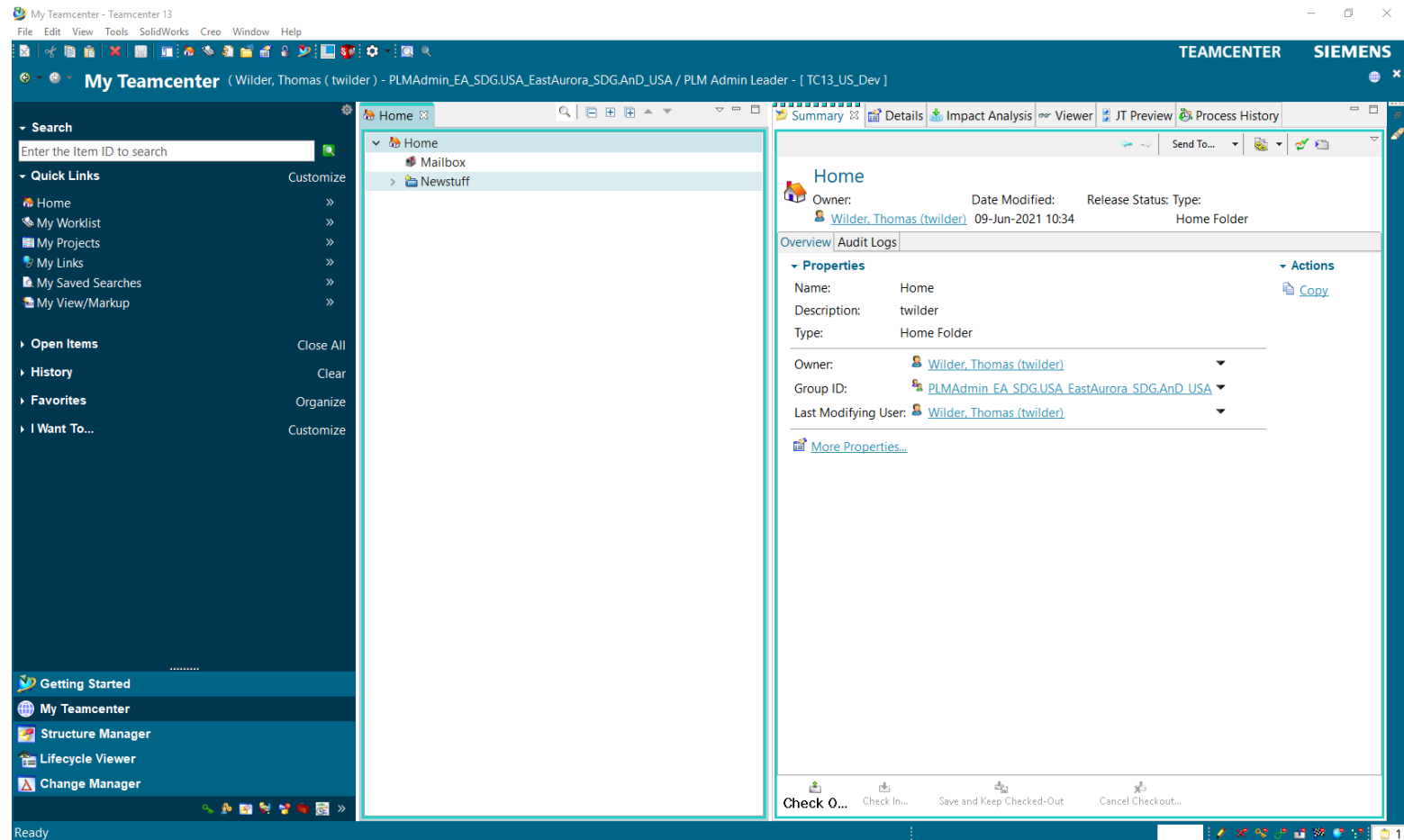


**Tip:** Views are easily customized. You can expand folders and arrange their order. You can change your preferences using Views → Display and adjust and save preferences.

# MY TEAMCENTER OVERVIEW (CONT.)

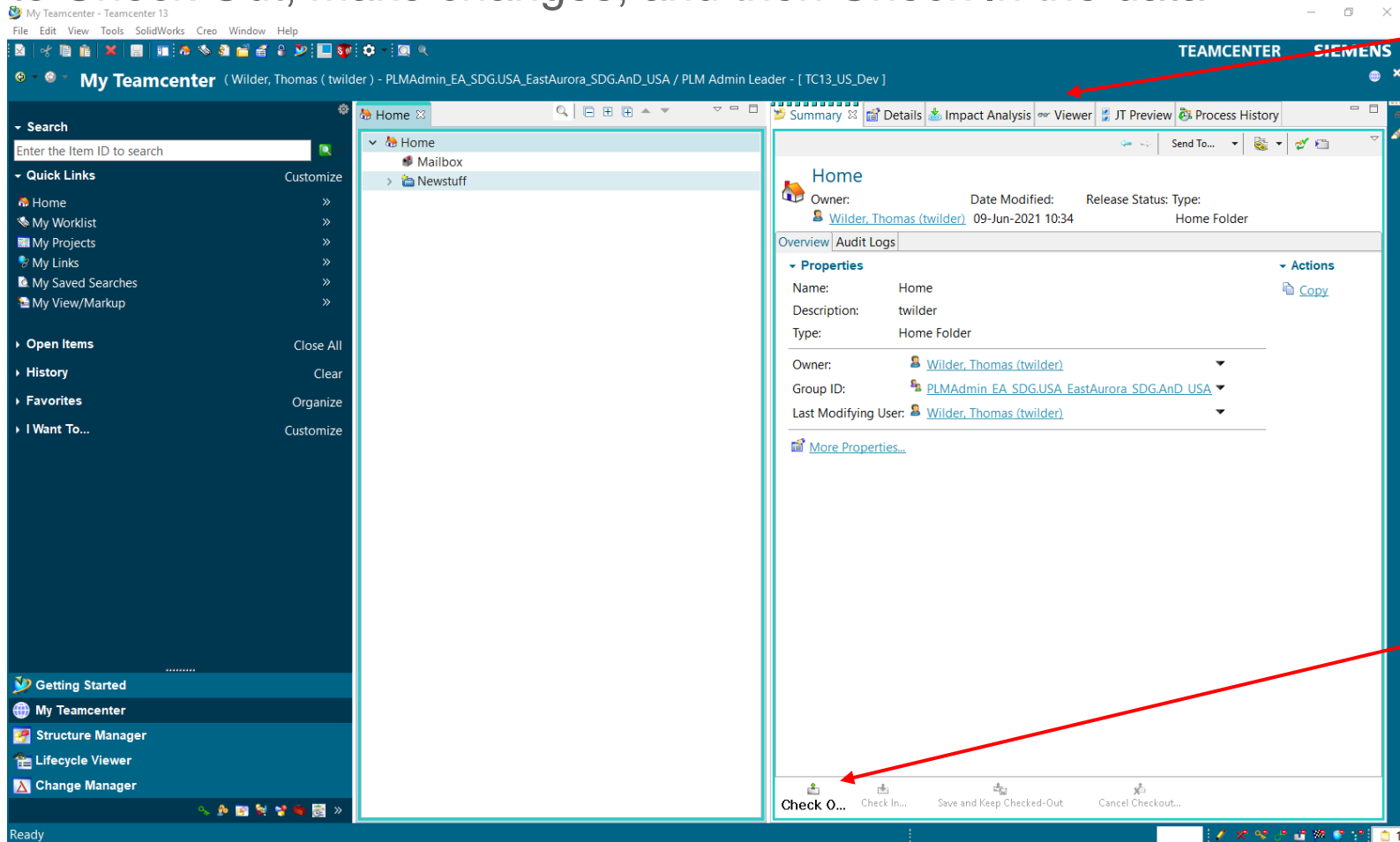
Use the Navigation Pane on the left to open different components such as Home, My Worklist, and My Projects. You can open multiple tabs and navigate between the views.

Click to  
Open



# MY TEAMCENTER OVERVIEW (CONT.)

The Data Pane allows quick access to information found in other places or on forms. When updating or changing forms or properties, it is important to Check Out, make changes, and then Check In the data.



The screenshot displays the My Teamcenter web application interface. The left sidebar contains navigation options like Search, Quick Links, Open Items, History, Favorites, and I Want To... The main content area shows the 'Home' folder properties, including Owner (Wilder, Thomas (twilder)), Date Modified (09-Jun-2021 10:34), Release Status (Type: Home Folder), and Group ID (PLMAdmin\_EA\_SDG.USA\_EastAurora\_SDG.AnD\_USA). The bottom of the interface features a 'Check Out...' button, which is highlighted by a red arrow.

Use tabs to  
locate  
information

Click  
Check Out



# MY TEAMCENTER OVERVIEW (CONT.)

Notice a few of the other helpful shortcuts and features of My Teamcenter.

Confirm your user game, location, and role.

**My Teamcenter** ( Wilder, Thomas ( twilder ) - PLMAdmin\_EA\_SDG.USA\_EastAurora\_SDG.AnD\_USA / PLM Admin Leader - [ TC13\_US\_Dev ]

Permissions and object status are located at the bottom right.



Refresh the screen  
using this icon or by  
pressing F5.

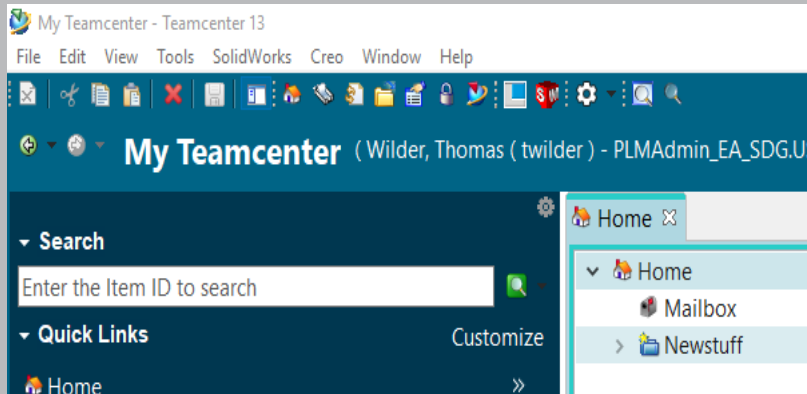


Start NX CAD  
Software with toolbar  
icon.



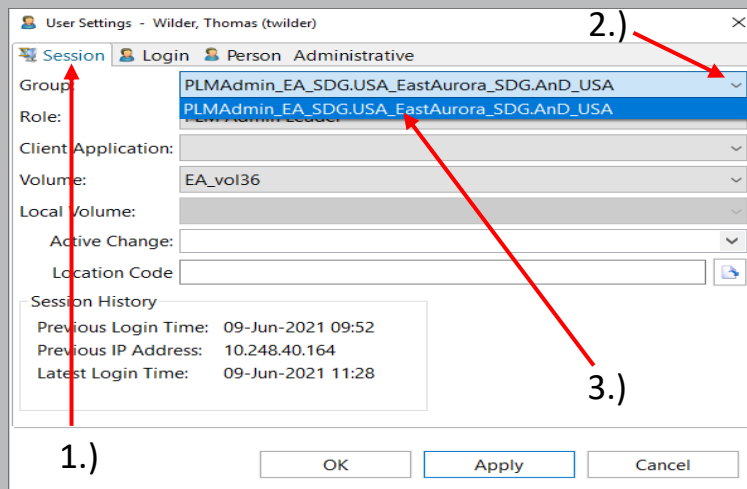
# CHANGING YOUR USER GROUP / ROLE

If you need to change your user group or role:

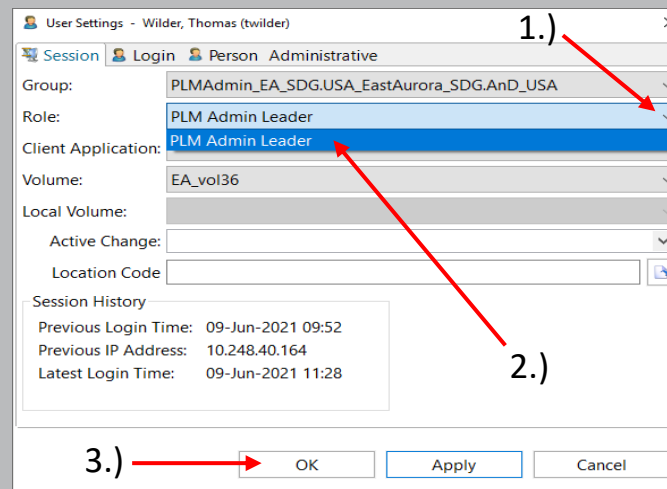


Navigate to **User Settings** OR click your **User Name**.  
When the User Settings window opens, select **Session**.  
Then use the drop-downs to make your selections.

## Changing Group



## Changing Role



### Roles:

**Export** – Allows a user to “License” Teamcenter data in order to collaborate with other countries. This requires Export Compliance Training.

**Group Administrator** – Allows a user to transfer ownership of an Item that they do not own. This is especially useful when the owning user is out of office and not able to transfer ownership.

# CONCLUSION

## CONGRATULATIONS!

You have completed Teamcenter Introduction and Overview.

Close the course by clicking the **X** in the top right of the session window.

If you would like to learn more about Teamcenter, complete additional training modules available through Learn @ Moog.