

July 29, 2026

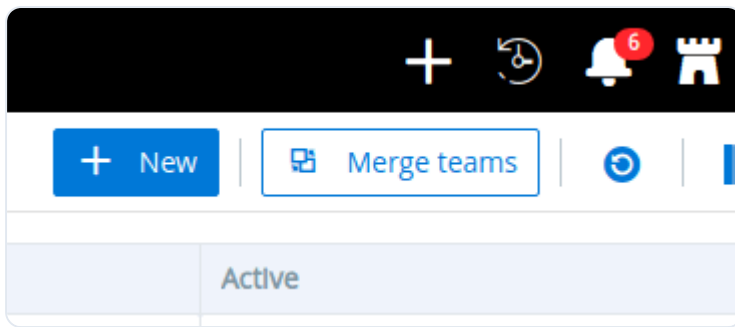
Teams

Applications › Security Section › Teams

All Teams					
Team	Leader	Memebers	Department	Target	Active
Q	Q	Q	Q	Q	(All) ⌵
AFTER SALES	Tawab Abd Elnaeem	Kareem Moustafa, Ahmed Aly, Mahmou...	Sales		0.00 € ☒
Electromechanical	Amr Nagy	Assia Elyaznasni, Asmaa Assem, Mahmo...	Sales		0.00 € ☒
Static and Heat Transfer	Simon Shorosh	Simon Shorosh, Mohamed Ismail, Yehia ...	Sales		0.00 € ☒
Rotating Equipment 2	Amr Nagy	Ahmed Raafat, Amr Nagy, Hassan Affifi, O...	Sales		0.00 € ☒
PD	Ragy Ali	Mohamed Mamdouh, Ibrahim Muhammm...	Sales		0.00 € ☒
Count: 5					

Teams — Security Section › Teams

A screenshot of the Microsoft Teams interface. At the top, there is a black rectangular redaction box. Below it, the navigation bar is visible, featuring a blue button with a white plus sign and the text 'New', followed by a vertical separator line and a button with a document icon and the text 'Merge'. Below the navigation bar, a table is partially visible with a light blue header row and a white data row. The data row has a cell on the left and a cell on the right containing the text 'Active'.



Overview

Teams provide a Security Section workspace for viewing and maintaining team records, including the team leader, members, department, target, and active status. Sales representatives, project managers, purchasing officers, warehouse managers, finance accountants, and payments officers can use this feature when work must be associated with the appropriate operational team.

Use Teams to review the current team structure, open the available Roles and Users views, and maintain team-related records through the available creation and save actions.

Settings

Before maintaining team records, choose the list layout that best supports the information you need to review. The Teams screen provides layout controls for managing the visible list presentation.

1. Open **Security Section > Teams**.
2. To use the default presentation, select **Standard Layout**.
3. To create a different list presentation, select **Add Layout**, enter a value in **Layout name**, and use **Columns Chooser** to select the columns required for your review.
4. Select **Save** to retain the layout, or select **Cancel** to discard the change.
5. When working with an existing layout, use **Update Current** to save changes to the current layout. Use **Delete Current** only when the current layout is no longer required.

Note: Layout controls affect how the Teams list is displayed. Review the visible columns before saving a layout so that essential information, such as the team leader, members, department, target, and active status, remains available.

Workflow

Review and locate a team

- 1. Open **Security Section > Teams**.

2ams

Shotec S.A.E

Updated around a minute ago

RO

All Teams

+ New

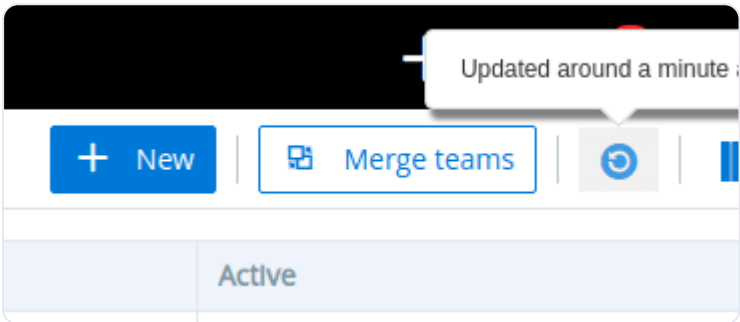
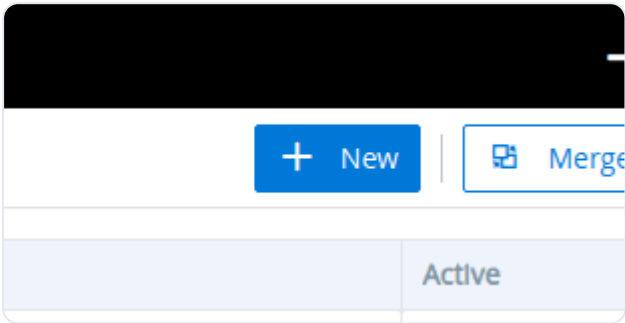
Merge teams

Team	Leader	Members	Department	Target	Active	
Q	Q	Q	Q	Q	(All)	
AFTER SALES	Tawab Abd Elnaeem	Kareem Moustafa, Ahmed Aly, Mahmou...	Sales		0.00 €	☒
Electromechanical	Amr Nagy	Assia Elyaznasni, Asmaa Assem, Mahmo...	Sales		0.00 €	☒
Static and Heat Transfer	Simon Shorosh	Simon Shorosh, Mohamed Ismail, Yehia ...	Sales		0.00 €	☒
Rotating Equipment 2	Amr Nagy	Ahmed Raafat, Amr Nagy, Hassan Afifi, O...	Sales		0.00 €	☒
PD	Ragy Ali	Mohamed Mamdouh, Ibrahim Muham...	Sales		0.00 €	☒

Count: 5

Tickets

Teams — Security Section > Teams



2. Review the team list. The available list information includes **Team Leader**, **Members**, **Department**, **Target**, and **Active**.
3. To find a particular record, enter search criteria in **Search** or use **Select...** to choose an available selection value.
4. Use **Select** to apply the selected value where this control is available.

Tip: Use the search and selection controls before opening a record when the Teams list contains multiple departments or team leaders.

Decide whether to create, update, merge, or remove a team

5. If a required team does not appear in the list, select **New**.

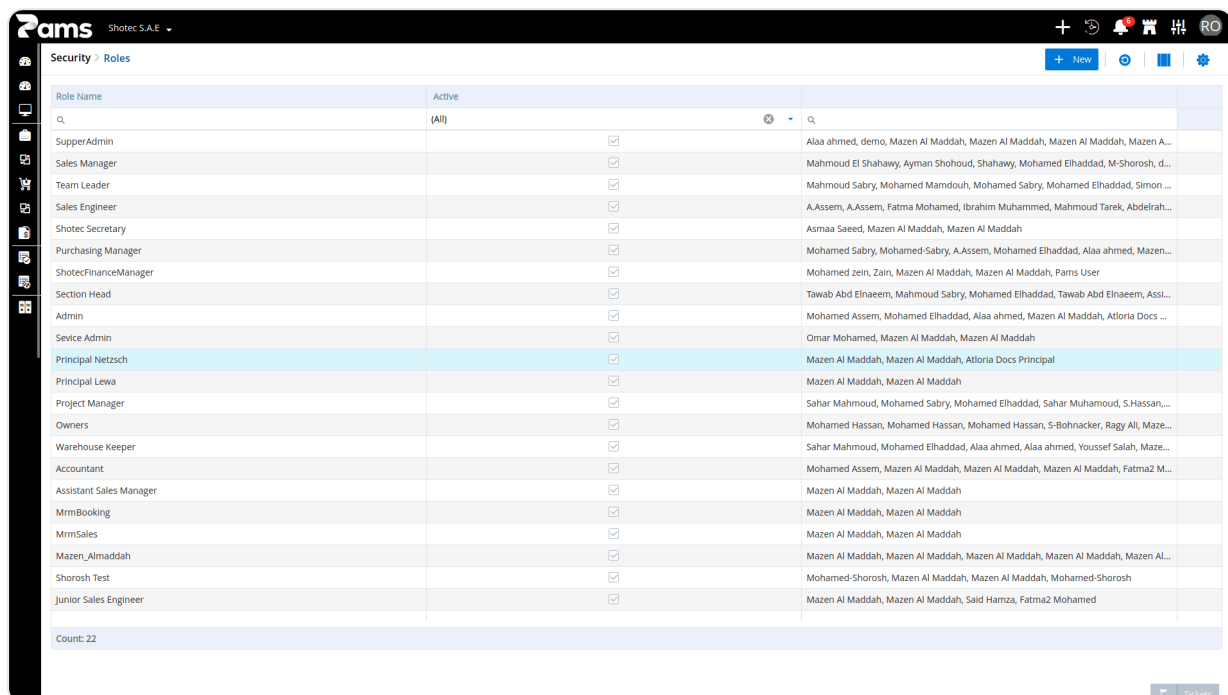
Teams — Security Section › Teams › Teams

6. On the new Teams screen, complete the available fields:
 - **Enter User Name:** enter the user name requested by the form.
 - ****Enter Password **:** enter the password requested by the form.
 - **Select...:** choose an available value where the form provides a selection.
 - **members:** review or maintain the team-member area available on the form.
7. Choose the appropriate completion action:
 - Select **Save** to save the record and remain on the current screen.

- Select **Save and Close** to save the record and return from the form.
 - Select **Ok** when the form requests confirmation.
 - Select **Attach** when you need to use the available attachment action.
 - Select **Tickets** when you need to open the available ticket-related action.
- If an existing team requires changes, open the applicable record and save the revised information with **Save** or **Save and Close**.
 - If duplicate team records must be consolidated, select **Merge teams** from the Teams list and complete the available merge process.
 - If a team record must be removed, use **Delete**. Where a current layout rather than a team record is being removed, use **Delete Current** instead.

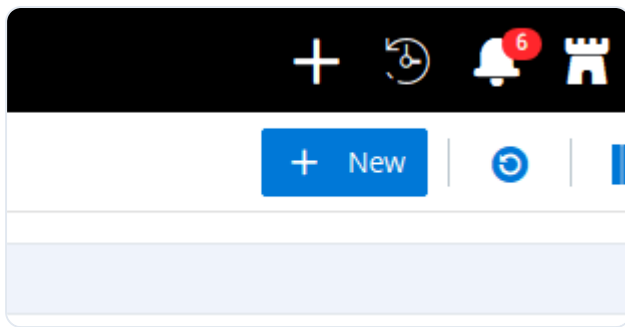
Warning: Use **Merge teams** and **Delete** only after confirming that you have selected the intended team record. These actions affect the team information available to other users.

Roles



Role Name	Active	
Q	(All)	
SupperAdmin	☒	Alaa ahmed, demo, Mazen Al Maddah, Mazen Al Maddah, Mazen Al Maddah, Mazen A...
Sales Manager	☒	Mahmoud El Shahawy, Ayman Shohoud, Shahawy, Mohamed Elhaddad, M-Shorosh, d...
Team Leader	☒	Mahmoud Sabry, Mohamed Mamdouh, Mohamed Sabry, Mohamed Elhaddad, Simon ...
Sales Engineer	☒	A-Assem, A-Assem, Fatma Mohamed, Ibrahim Muhammed, Mahmoud Tarek, Abdelrah...
Shotec Secretary	☒	Asmaa Saeed, Mazen Al Maddah, Mazen Al Maddah
Purchasing Manager	☒	Mohamed Sabry, Mohamed-Sabry, A-Assem, Mohamed Elhaddad, Alaa ahmed, Mazen...
ShotecFinanceManager	☒	Mohamed zein, Zain, Mazen Al Maddah, Mazen Al Maddah, Parns User
Section Head	☒	Tawab Abd Elnaeem, Mahmoud Sabry, Mohamed Elhaddad, Tawab Abd Elnaeem, Assi...
Admin	☒	Mohamed Assem, Mohamed Elhaddad, Alaa ahmed, Mazen Al Maddah, Atloria Docs ...
Sevice Admin	☒	Omar Mohamed, Mazen Al Maddah, Mazen Al Maddah
Principal Netzsch	☒	Mazen Al Maddah, Mazen Al Maddah, Atloria Docs Principal
Principal Lewa	☒	Mazen Al Maddah, Mazen Al Maddah
Project Manager	☒	Sahar Mahmoud, Mohamed Sabry, Mohamed Elhaddad, Sahar Muhamoud, S.Hassan,...
Owners	☒	Mohamed Hassan, Mohamed Hassan, Mohamed Hassan, S-Bohnacker, Ragy Ali, Maze...
Warehouse Keeper	☒	Sahar Mahmoud, Mohamed Elhaddad, Alaa ahmed, Alaa ahmed, Youssef Salah, Maze...
Accountant	☒	Mohamed Assem, Mazen Al Maddah, Mazen Al Maddah, Mazen Al Maddah, Fatma2 M...
Assistant Sales Manager	☒	Mazen Al Maddah, Mazen Al Maddah
MrmBooking	☒	Mazen Al Maddah, Mazen Al Maddah
MrmSales	☒	Mazen Al Maddah, Mazen Al Maddah
Mazen_Almaddah	☒	Mazen Al Maddah, Mazen Al Maddah, Mazen Al Maddah, Mazen Al Maddah, Mazen AL...
Shorosh Test	☒	Mohamed-Shorosh, Mazen Al Maddah, Mazen Al Maddah, Mohamed-Shorosh
Junior Sales Engineer	☒	Mazen Al Maddah, Mazen Al Maddah, Said Hamza, Fatma2 Mohamed
Count: 22		

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The Roles tab provides the role-related view within Teams. Use this tab to review the role information available for the selected team context and to confirm that the team structure is being viewed in the appropriate security area.

No action is provided in the available screen information to move a record into or out of the Roles tab. Use the tab to review the role-related records presented there.

Users

Full name	Display name	Active	Account owner	Principal user
Ragy Ali	Ragy Ali	Active		false
Mohamed Khalil Ebrahim	Mohamed-Shorosh	Active		false
Lamiaa	Lamiaa	Inactive		false
Ahmed Said	Ahmed Said	Inactive		false
Ahmed Nabil hthythr yutuytuyt	Ahmed Nabil	Inactive		false
Mahmoud El - Shahawy	Mahmoud El Shahawy	Active		false
Said Abdelwahed Hamza	Said Hamza	Active		false
Mohamed Hassan Shehata	Mohamed Hassan	Active		false
Mohamed Khalil Ebrahim	Mohamed Shorosh	Inactive		false
Hend Omar Moustafa	Hend Omar	Inactive		false
Samer Samir	Samer Samir	Inactive		false
Hosam Ghonam	Hosam Ghonam	Inactive		false
Kesmet Salah	Kesmet Salah	Inactive		false
Mahmoud Abd El-Rehem Mokhtar	Mahmoud Mokhtar	Inactive		false

Count: 176

Navigation: < 1 2 3 4 5 6 >

Buttons: + New company user, + New principal user, Tickets

Teams — Security Section > Teams

The Users tab provides the user-related view within Teams. Use it to review the users associated with the Teams area and to open the available Users screen when user information must be reviewed.

The available Users screen does not provide field or action metadata. No control is listed for moving a user into or out of this tab; therefore, use this tab as the available

user review view.

Examples

A purchasing officer needs to confirm the team responsible for an electromechanical buyout before continuing work on the related sales job.

1. Open **Security Section > Teams**.
2. In **Search**, enter **Electromechanical**.
3. Review the matching team row and confirm the displayed **Team Leader**, **Members**, **Department**, **Target**, and **Active** information.
4. Open the **Roles** tab to review the available role-related view for the team.
5. Open the **Users** tab to review the available user-related view.
6. If the required team is not available, select **New**.

The screenshot shows the 'Pams' application interface for creating a new team. The top navigation bar includes the 'Pams' logo and 'Shotec S.A.E.' The main content area is titled 'All Teams > New'. It features a sidebar with various icons on the left. The form itself has several input fields: 'Team Name', 'Department' (a dropdown menu currently showing 'Sales'), 'Members' (displaying '0 Members'), 'Team Leader', and 'Booking target' (displaying '0.00 €'). To the right of the 'Booking target' field is a circular progress indicator. Below these fields is a section for 'Members' with a search bar and a table that currently shows 'No data'. A 'Count: 0.00' is displayed at the bottom of this section. A '+ Member' button is located in the top right corner of the members section. The bottom right corner of the form has a 'Tickets' button.

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7. Complete **Enter User Name**, ****Enter Password****, and any available **Select...** value required on the form. Review **members**, then select **Save and Close** to finish.

The team record is then available from the Teams list for subsequent review through its Roles and Users views.

Tips

Tip: Keep the Teams list focused by using **Search** and **Select...** rather than manually reviewing every record.

Note: Use **Save** when you need to continue working on the current team record. Use **Save and Close** when the record is complete.

Warning: Do not confuse **Delete Current**, which applies to the current layout, with **Delete**, which is the available record deletion action.

Troubleshooting

Symptom	Likely cause	Fix
The required team is not visible in the list.	A search term or selected value is limiting the displayed results.	Review Search and Select... , then adjust or clear the criteria and select Select where available.
Changes to a team are not retained.	The record was not saved before leaving the screen.	Select Save to remain on the form, or Save and Close to save and leave the form.
The required columns are missing from the Teams list.	The active layout does not include the required columns.	Use Columns Chooser to adjust the layout, then select Update Current or create a layout with Add Layout and Save .
The wrong layout is displayed.	A nonstandard layout is active.	Select Standard Layout to return to the default presentation.

Related pages

- [Security Section — Overview](#)
- [Security Section — Learning Path](#)