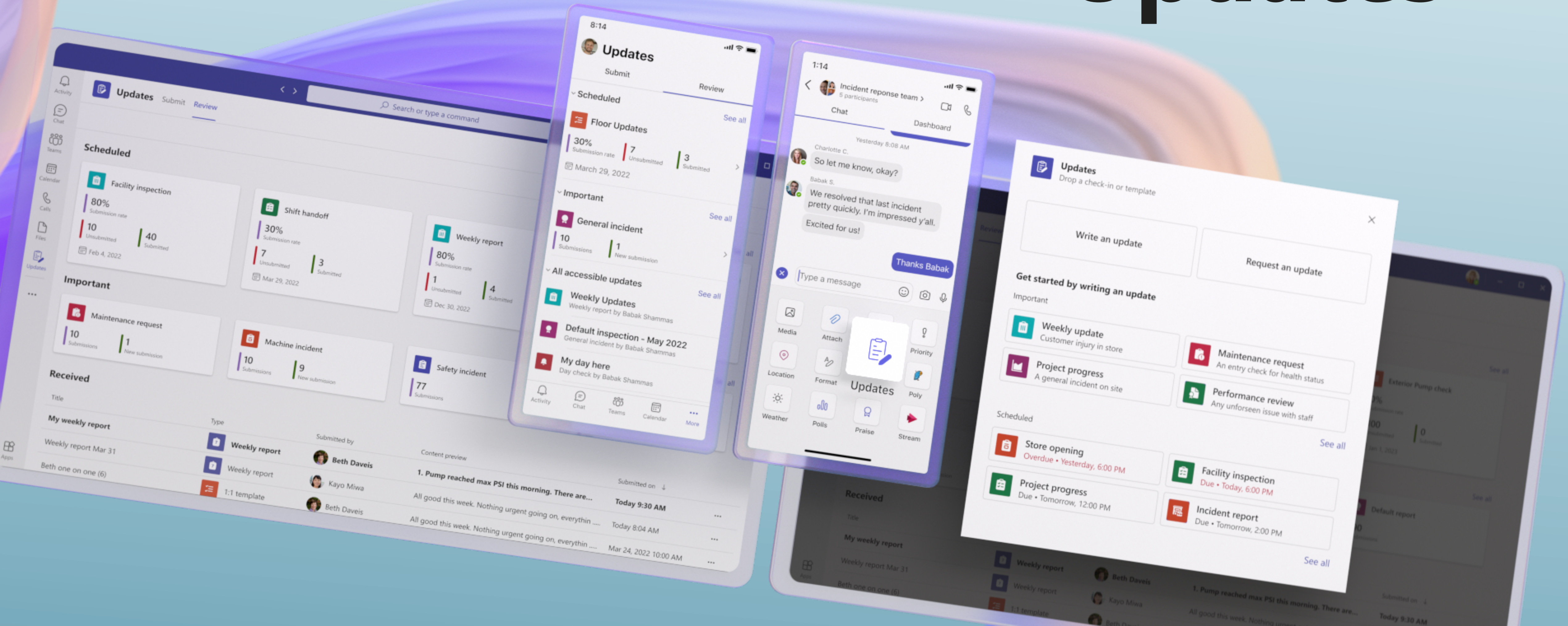
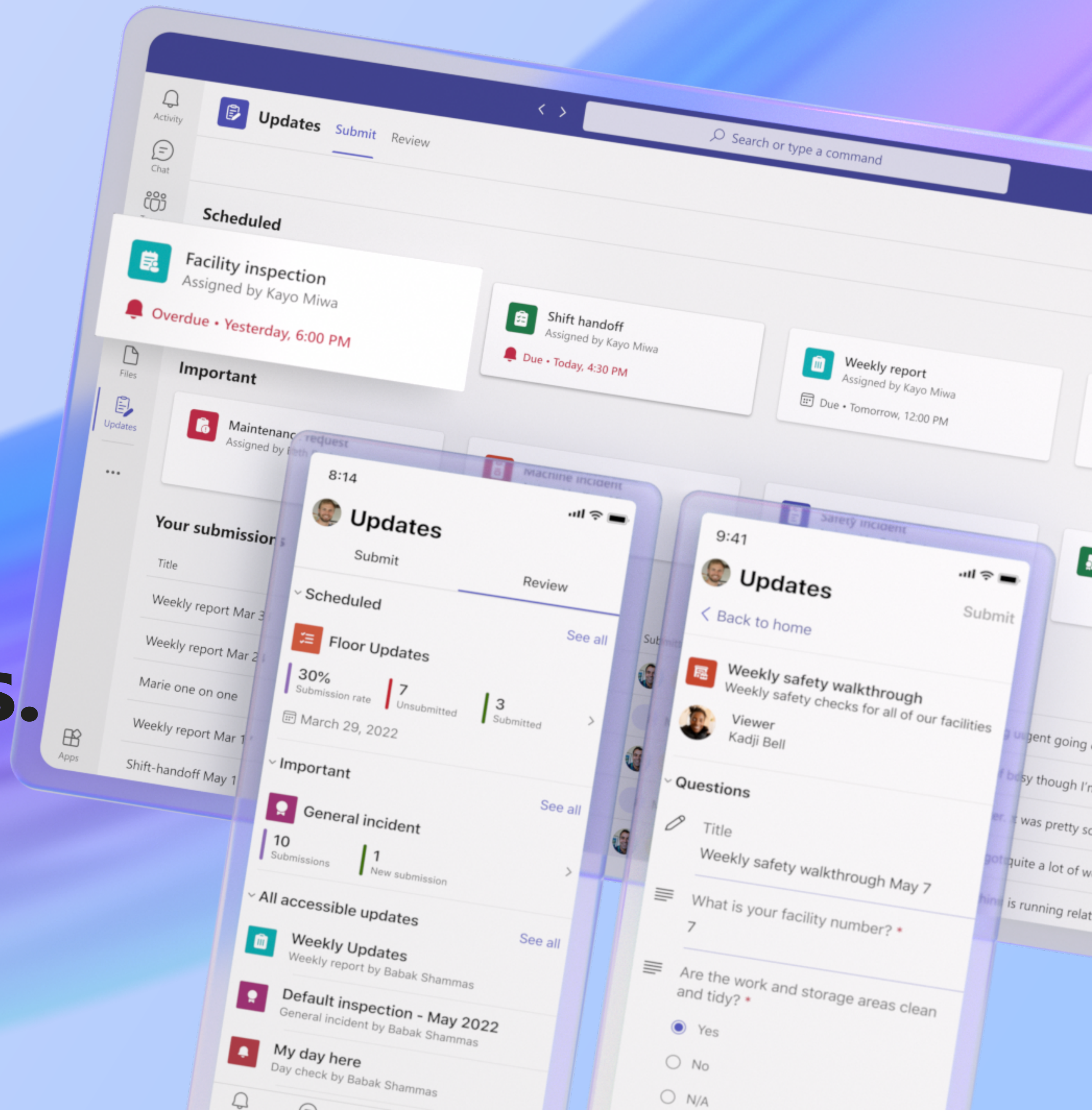
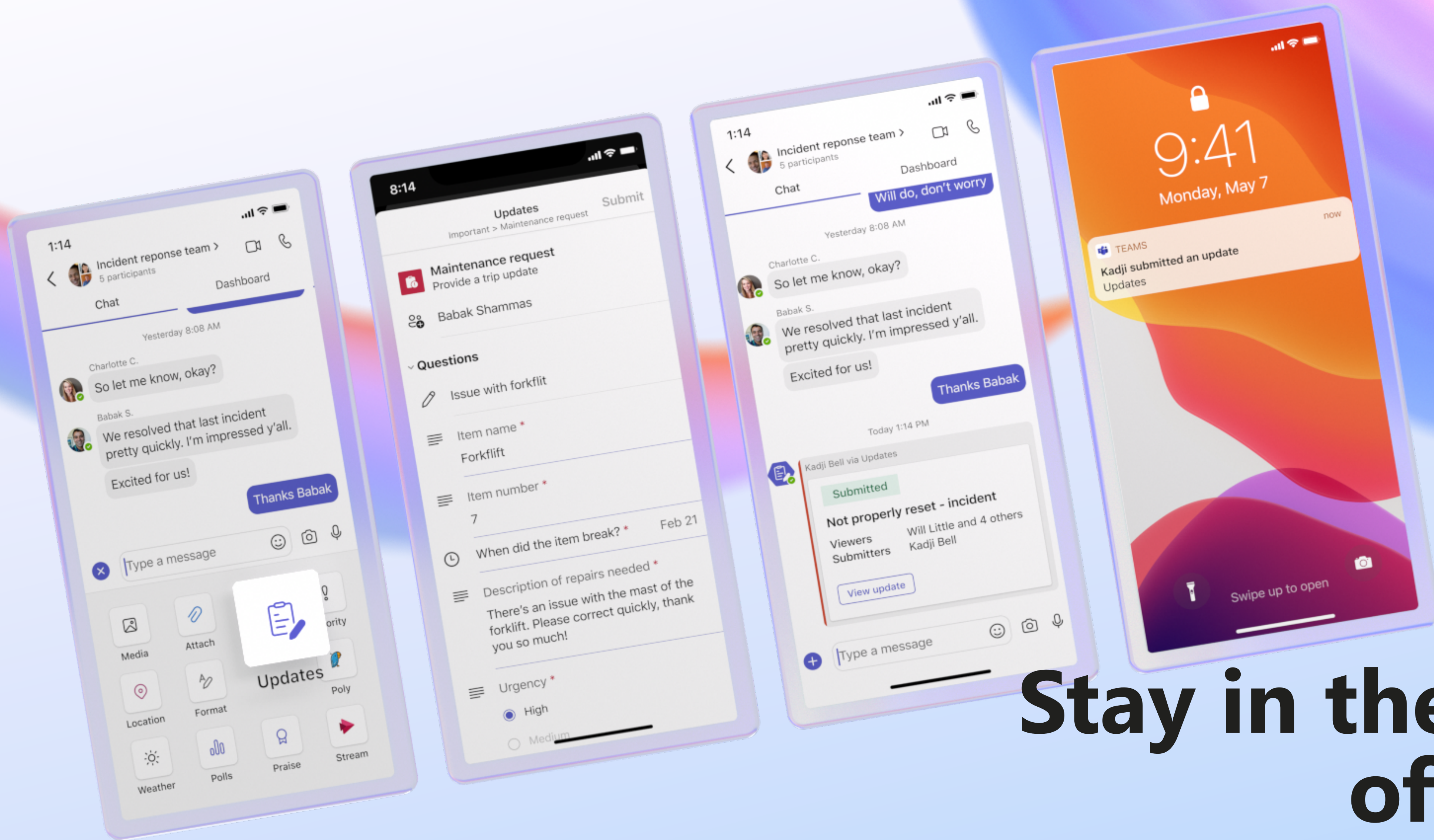


Updates



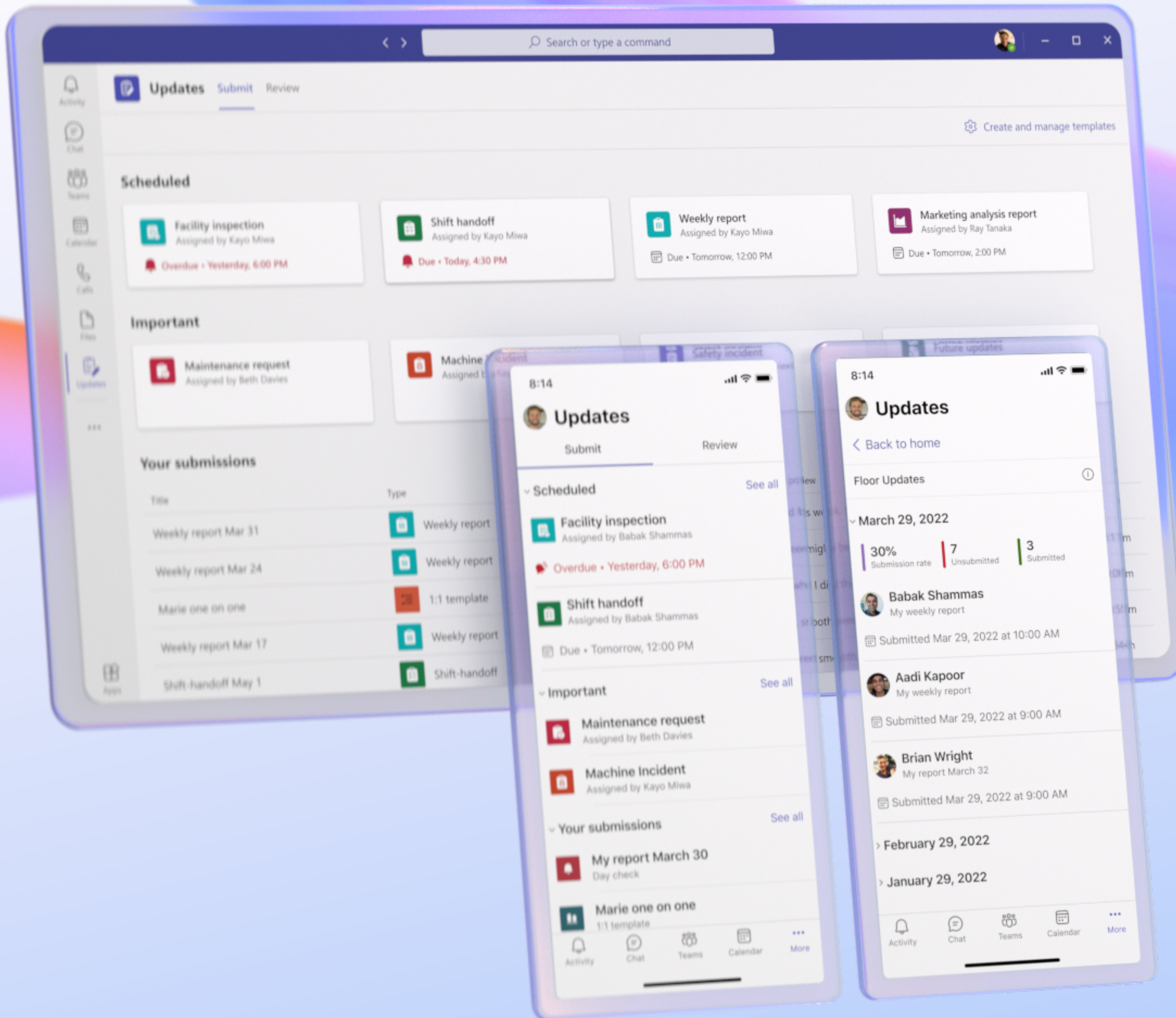
Updates in Microsoft Teams allows you to create, submit, and review employee updates.





Stay in the flow of work

People can submit and assign updates to their teams, whether they are working in a chat, a channel, or in the Updates app. Workers are alerted in the flow of work and can easily complete and submit it, saving everyone time and energy.



Gain more visibility with less work

Say goodbye to fragmented reports that lead to a lack of visibility and make tracking difficult. Frontline managers, subject matter experts, and corporate leaders can easily see their entire teams' updates, from ad-hoc incidents to repeatable check-ins, in one place to make sure the team is on track for success.

Get started with configurable, out-of-the-box templates

Whether workers are completing an update about a store opening, a maintenance request, or anything in-between, we have industry and line of business templates to get the team started.

The update can be further configured to fit specific business needs by adding questions, photo requirements, recurring due dates, and more.





Stay up to date with Updates

Title	Type	Submitted by	Content preview	Submitted on
My weekly report	Weekly report	Beth Daveis	1. Pump reached max PSI this morning. There are...	Today 9:30 AM
Weekly report Mar 31	Weekly report	Kayo Miwa	All good this week. Nothing urgent going on, everythin ...	Today 8:04 AM
Beth one on one (6)	1:1 template	Beth Daveis	All good this week. Nothing urgent going on, everythin ...	Mar 24, 2022 10:...

Title	Type	Submitted by	Content preview	Submitted on
My weekly report	Weekly report	Beth Daveis	1. Pump reached max PSI this morning. There are...	Today 9:30 AM

Write an update Request an update

Get started by writing an update

Important

- Weekly update: Customer injury in store
- Maintenance request: An entry check for health status
- Project progress: A general incident on site
- Performance review: Any unforeseen issue with staff

Scheduled

- Store opening: Overdue - Yesterday, 6:00 PM
- Facility inspection: Due - Today, 6:00 PM
- Project progress: Due - Tomorrow, 12:00 PM
- Incident report: Due - Tomorrow, 2:00 PM