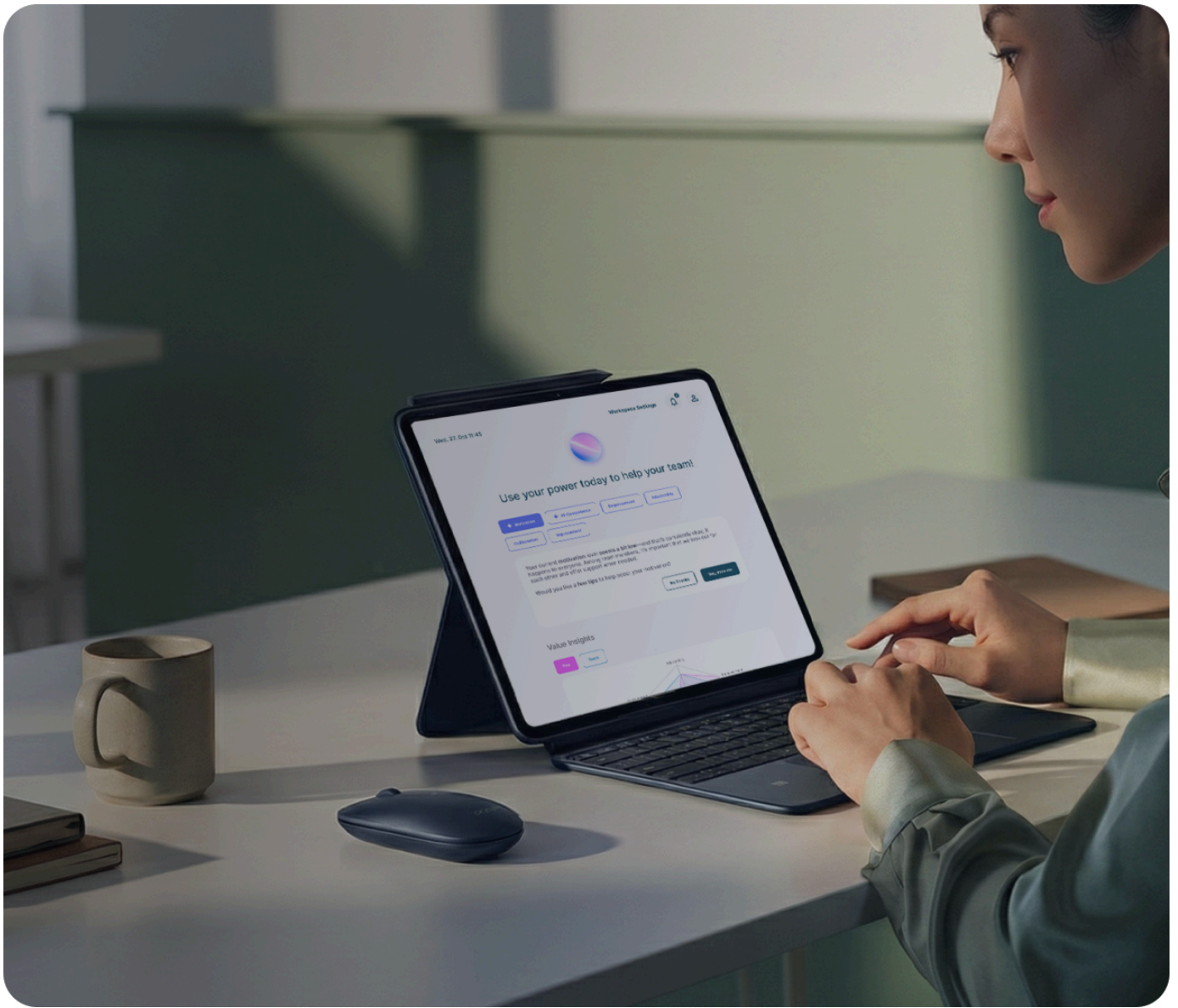




Culture Cockpit

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1. Executive Summary

Culture Cockpit digitizes values-based work and makes company culture visible, measurable, and shapeable in everyday life. Instead of one-off workshops or static values compasses, the app enables continuous, daily engagement with lived values – directly integrated into Microsoft Teams.

For companies, this creates an anonymous, secure data space where employees can share their perceptions openly. A neutral AI helps them sort their thoughts, release frustration, and reflect constructively on values. At the same time, managers and organizations gain real-time insight into mood, team dynamics, and how values are put into practice, based on daily feedback rather than occasional surveys.

Culture Cockpit thus creates a new form of culture work: continuous, anonymous, AI-supported, and data-driven – for healthier teams, better collaboration, and an authentically lived company culture.

2. Overview of Culture Cockpit

Culture Cockpit is an application fully integrated into Microsoft Teams that helps companies make their defined values visible and tangible in everyday work. The app combines daily check-ins, AI-supported reflection, team insights, and anonymized data visualizations into one holistic culture-monitoring system.

Purpose of the Application

- Values are not just defined in theory, but actively lived.
- Employees reflect daily on how they perceive the values.
- Managers spot trends, moods, and areas for action early.
- Teams get a neutral, secure platform for honest feedback.
- The AI supports interpretation and provides concrete recommendations.

Integration with Microsoft Teams

Culture Cockpit is installed directly from the Teams Store and appears as its own menu item in the left-hand navigation. All features – check-ins, dashboards, AI assistant, polls, journal, admin area – are fully usable within Teams.

Data Storage & Security

- All data is stored in an encrypted database.
- Multi-tenancy ensures that companies are strictly separated from one another.
- Check-in data is aggregated and anonymized.
- Individual values are never made visible – not even to TeamLeads or Admins.
- The AI only receives the data it needs for the analysis.

Target Groups

- **Employees (Worker):** daily reflection, AI support, personal journal.
- **Managers (TeamLeads):** define values, create polls, team insights, value trends, AI analyses, poll results.
- **Admins:** technical administrator for installation and support.

3. Requirements for Using the App

To use Culture Cockpit, certain technical and organizational requirements must be met.

3.1. License and Subscription

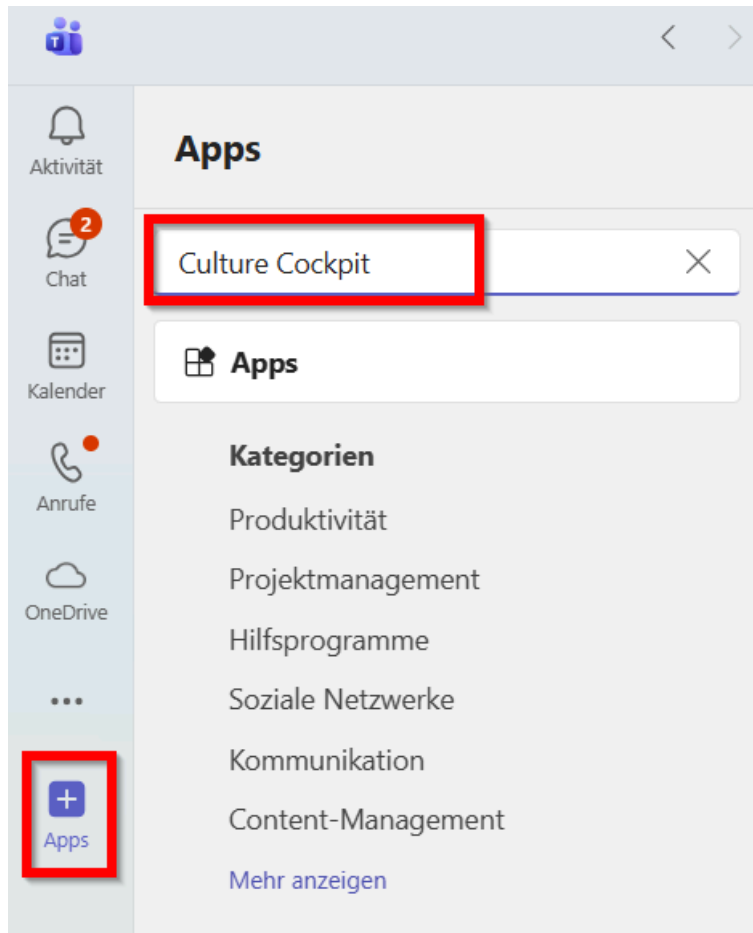
The company needs valid Microsoft 365 licenses, since the app is fully integrated into Teams. An **E3 or E5 license** (or an equivalent license) is required to use the app.

3.2. Copilot License

Culture Cockpit's AI features are based on an external AI integration (e.g. Google Gemini). A Microsoft 365 Copilot license is therefore not required, unless the organization uses Copilot-based features.

3.3. Installation via the Microsoft Teams Store

The app can be found and installed directly in the Teams Store. Search term: “**Culture Cockpit**”:



After installation, the app can be pinned on the left in the Teams navigation.

3.4. Admin Permissions for Team Management

The Microsoft Teams channel structure is automatically mapped via the Microsoft Graph API. For admins or managers to use these structures, they need an administrative role in the Microsoft Teams environment, e.g.:

- Teams Administrator
- Global Administrator

Only with these permissions can the app, via the Microsoft Graph API:

- Read Teams
- View members
- Assign roles

This permission must also be set up for new TeamLeads before they can set up values correctly. Otherwise, the right to set up values and surveys remains reserved for Admins.

4. Roles & Permissions

Culture Cockpit is based on a clearly defined role concept that ensures each user group has exactly the features it needs for its tasks. There are three roles in total: **Admin**, **TeamLead** and **Worker**. Each role has different permissions and viewing rights, ensuring both transparency and data protection.

4.1. Overview of the Role Concept

The roles are structured as follows:

- **Admin** Responsible for setting up the application for the organization and configuring the app. If desired, an Admin can also take on defining values and setting up surveys.
- **TeamLead** Responsible for a team, department, or project set up as a channel in the Microsoft Teams environment. TeamLeads (with the appropriate permissions) are responsible for entering values and setting up surveys. TeamLeads can carry out check-ins, view team insights, use AI analyses, and manage surveys.
- **Worker** Employees who carry out check-ins, see their own insights, use AI support, and view anonymized team data.

A person can hold several roles at the same time, e.g. **TeamLead + Admin**, if they carry both operational leadership and administrative responsibility.

4.2. Admin

The Admin role is the central control role within the app. It includes:

Team Management

- Creating new teams via the Microsoft Teams environment
- Assigning members within the Microsoft Teams organization so they are also included in Culture Cockpit.
- Assigning roles (TeamLead or Worker)

Values Definition

- If TeamLeads cannot or should not be given the corresponding Microsoft Teams permissions, the Admin enters the values for each team in the Admin area
- Setting value names, icons, questions, and descriptions
- Adjusting or expanding values at any time

Technical Requirement

Admins also need an administrative role in Microsoft Teams (e.g. Teams Administrator) to access Teams and their members via the Graph API.

4.3. TeamLead

The TeamLead role is for people with leadership responsibility. The role includes:

Daily Check-Ins

- Carrying out their own daily check-ins
- Giving feedback on defined values
- (With admin rights) defining and creating values

Dashboard & Insights

- Viewing aggregated team data
- Spotting trends over days, weeks, or months
- Filtering and comparing values
- Using AI analyses to get recommendations for action

Polls

- Viewing polls
- Taking part in polls
- (With admin rights) creating and configuring polls

AI Support

- Value-related analyses

- Recommendations for improving team culture
- The option to start in-depth conversations with the AI

Your Journal

- Viewing personal check-in history
- Tracking their own notes

4.4. Worker

The Worker role corresponds to regular team members. It includes:

Daily Check-Ins

- Daily feedback on wellbeing
- Rating values via sliders
- Using the info button for value details

Dashboard & Insights

- Seeing their own values compared to the team
- Viewing radar, line, and bar charts
- Spotting trends over time

AI Assistant

- Neutral support with questions about values
- Reflecting on and improving their own workday
- Anonymous interaction without involving HR or managers

Your Journal

- Viewing personal check-in history
- Tracking their own notes

5. Charts and Visualizations

Culture Cockpit displays the results of daily check-ins in three different chart types: **Radar Chart**, **Line Chart** and **Bar Chart**. All visualizations are based on anonymized, aggregated team data. Individual answers are never made visible.

The charts help you quickly spot trends, patterns, and deviations – both for individual values and for the overall picture of team culture.

5.1. Radar Chart

The radar chart shows the levels of all defined values at the same time, in a single closed shape. Each value forms its own axis, running from the center (0) outward (100).

Use Case

- Overall view of all values
- Comparing values with one another
- Spotting strengths and weaknesses in the team
- View by **day**, **week** or **month**

Interpretation

- A larger area means higher levels of the values.
- An uneven pattern shows which values are lived more or less strongly.
- TeamLeads see only **team average values**.
- Workers see **You vs. Team** (two colored areas).

5.2. Line Chart

The line chart shows how a single value develops over time. It is particularly useful for making trends and changes visible.

Use Case

- How a value develops over time
- Comparison between **your own perception** and **the team average** (Worker only)
- View by **week** or **month**

Interpretation

- Rising lines show positive developments.
- Falling lines may indicate challenges or tensions.
- TeamLeads see only team trends.
- Workers also see their own line.

5.3. Bar Chart

The bar chart shows the values as horizontal bars and is particularly useful for directly comparing values with one another.

Use Case

- Comparing all values at a glance
- View by **day**, **week** or **month**
- Comparison between **You** and **Team** (Worker only)

Interpretation

- Longer bars mean higher levels.
- Differences between values become immediately visible.
- TeamLeads see only team data.
- Workers also see their own values.

5.4. Time Periods & Filters

All charts can be filtered by time period and value.

Time Periods

- **Day** = shows the results for the current day
- **Week** = aggregated values for the calendar week
- **Month** = aggregated values for the month

Value Filter

- Individual values can be shown or hidden
- Especially helpful when many values are defined

5.5. Privacy & Anonymity

Culture Cockpit ensures that no conclusions can be drawn about individual people.

- Individual answers are **never** shown.
- All charts are based on **aggregated team data**.
- Workers see their own values only compared to the team, not to individual people.
- TeamLeads see only team averages.

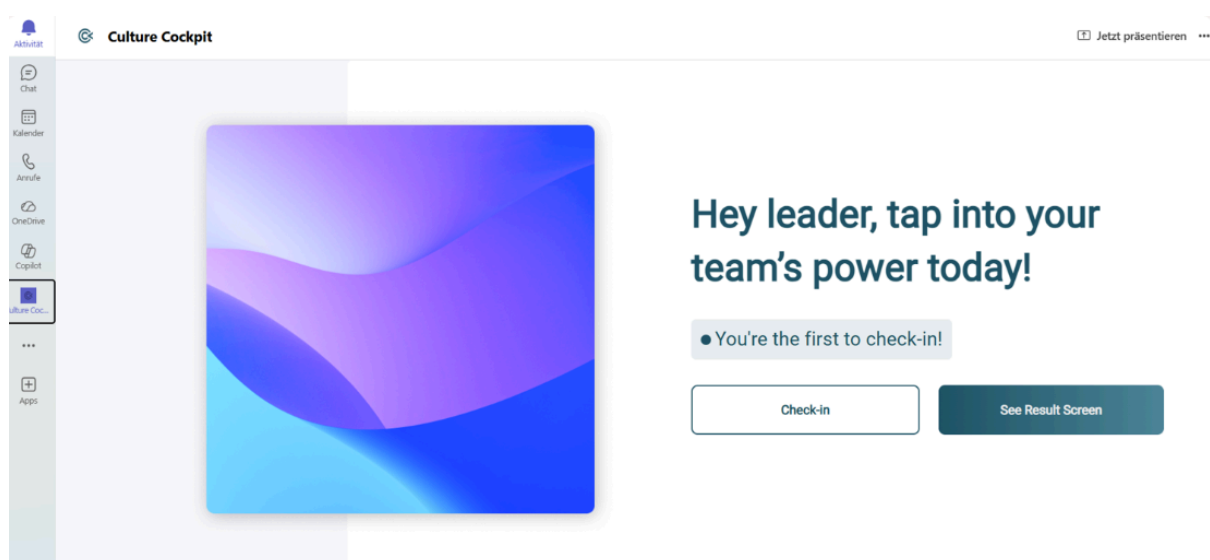
6. TeamLead – Features & Usage

The TeamLead role is for people with leadership responsibility within a team/project or a Microsoft Teams channel. It enables daily check-ins, insight into aggregated team data, use of the AI assistant, and – where the appropriate rights exist – administrative changes to values and surveys.

6.1. Start Screen

After opening the app, the TeamLead reaches the start screen. This serves as the entry point into the daily check-in and shows:

- a motivating welcome message
- whether this is the first check-in of the day
- two options: **Start Check-In** or **View Result Screen**



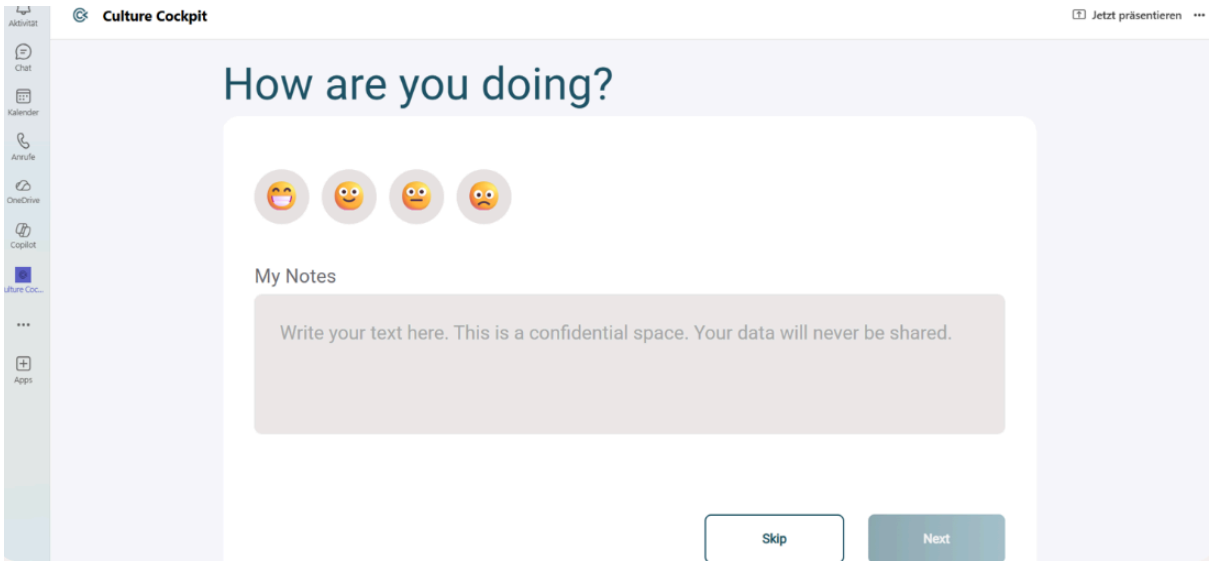
The start screen is deliberately kept simple, to make getting started with the day as intuitive as possible.

6.2. Daily Check-In

The check-in is the heart of Culture Cockpit. It consists of two parts.

6.2.1. Wellbeing

The TeamLead first answers the question “*How are you today?*” Four emoji options are available for this, along with a text field for personal notes. This note is **private**, is **not shared**, and only appears in the personal journal.

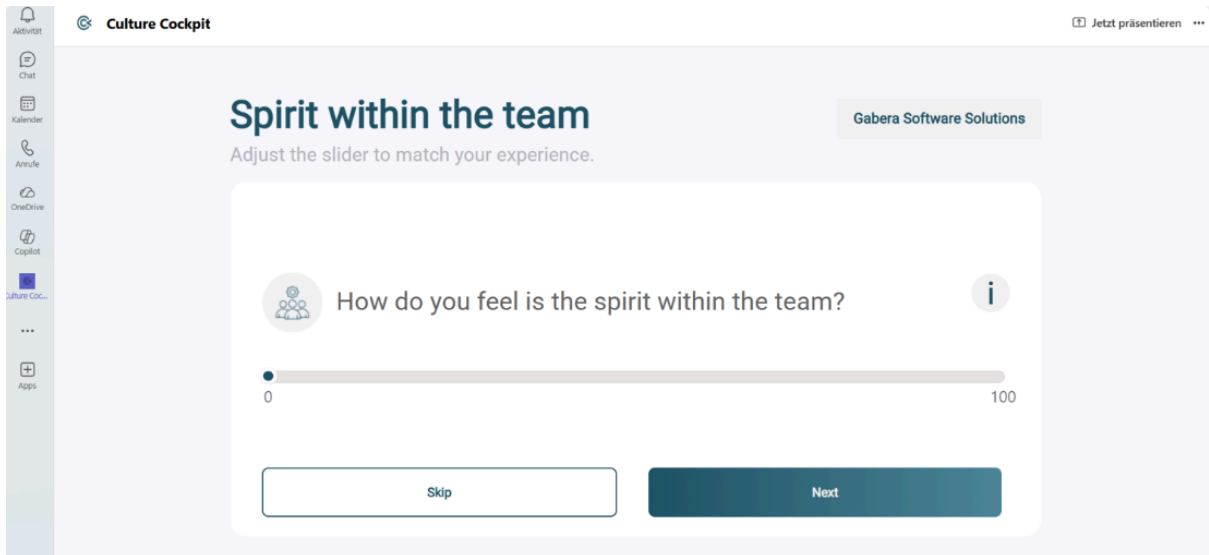


The screenshot shows the 'How are you doing?' screen in the Culture Cockpit application. On the left is a sidebar with icons for 'Aktivität', 'Chat', 'Kalender', 'Anrufer', 'OneDrive', 'Copilot', 'Culture Cockpit', and 'Apps'. The main content area has a title 'How are you doing?' and four emoji options: 😊, 😐, 😞, and 😫. Below the emojis is a section titled 'My Notes' with a text input field containing the placeholder text: 'Write your text here. This is a confidential space. Your data will never be shared.' At the bottom right, there are two buttons: 'Skip' and 'Next'.

6.2.2. Values Questions

In the second step, the values defined for the team are asked about. For each value, the TeamLead sees:

- the value name
- the related question
- a slider from 0–100
- an info button for the detailed value description



The slider allows for a quick, intuitive assessment. Answers are anonymized before flowing into the team evaluations.

6.3. Survey

If an Admin or TeamLead has created a survey, an additional prompt appears after the check-in:

- **Take the survey now**
- **Skip the survey**

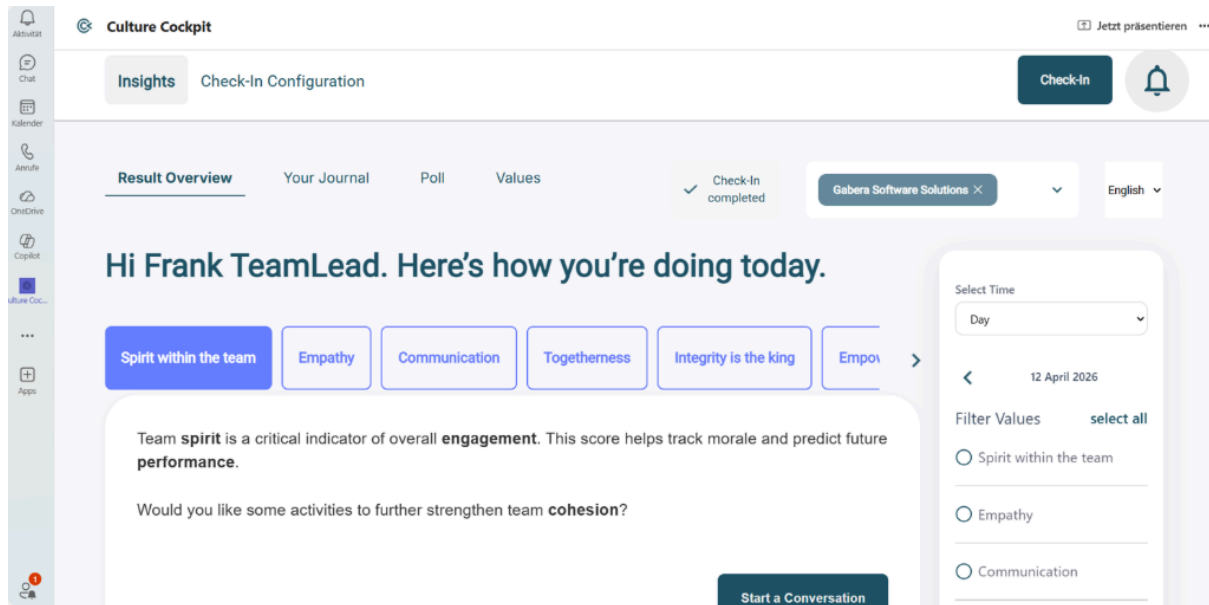
Surveys can take different forms:

- Slider-based rating (similar to check-in)
- Multiple-choice questions
- One-off or recurring polls (e.g. daily, weekly, monthly)

The results are shown on the survey dashboard.

6.4. Insights Dashboard

After completing the check-in, the TeamLead automatically reaches the dashboard. It is divided into several areas and offers a comprehensive overview of team culture.



6.4.1. Navigation Bar

Below the title are navigation items:

- **Insights**
- **Check-In Configuration** (only visible with admin rights)
- **Result Overview**
- **Your Journal**
- **Poll**
- **Values**

6.4.2. Time and Value Filters

The following filters can be set on the right-hand side:

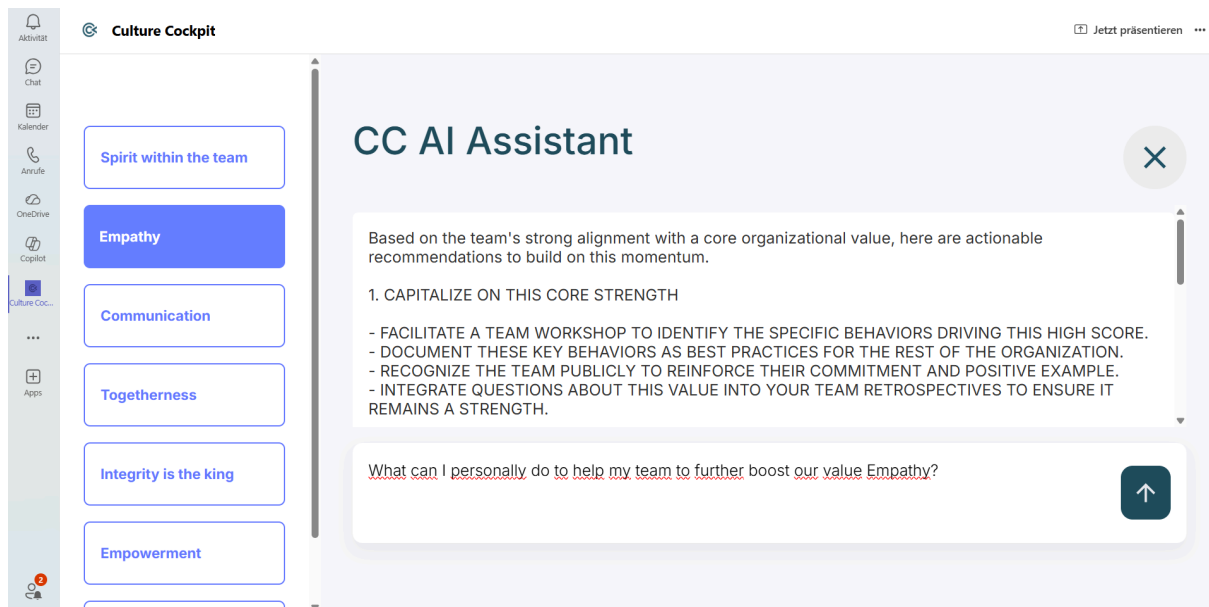
- Time period: **Day, Week, Month**
- Value filter: show or hide individual values

These filters affect the charts in the lower area.

6.4.3. AI Assistant

The AI assistant analyzes individual and team data and provides:

- short summaries
- insights into patterns or trends
- recommendations for action

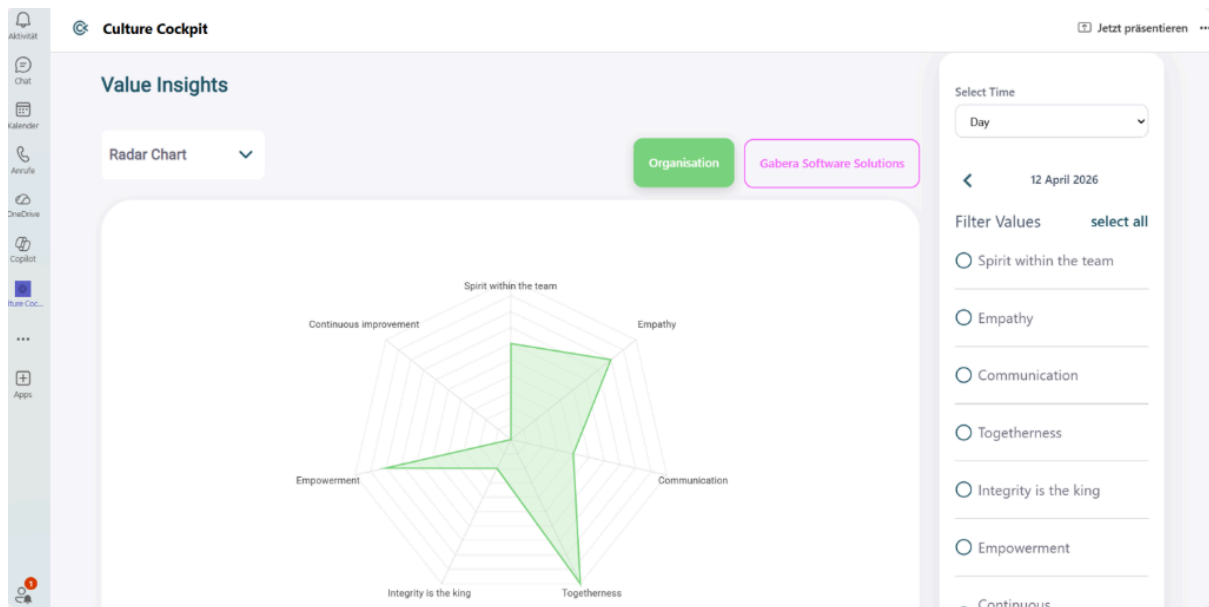


Via **Start Conversation**, the TeamLead can start an in-depth AI interaction.

6.5. Charts in the Insights Area

The lower part of the dashboard shows the three chart types:

- **Radar Chart** (default)
- **Line Chart**
- **Bar Chart**

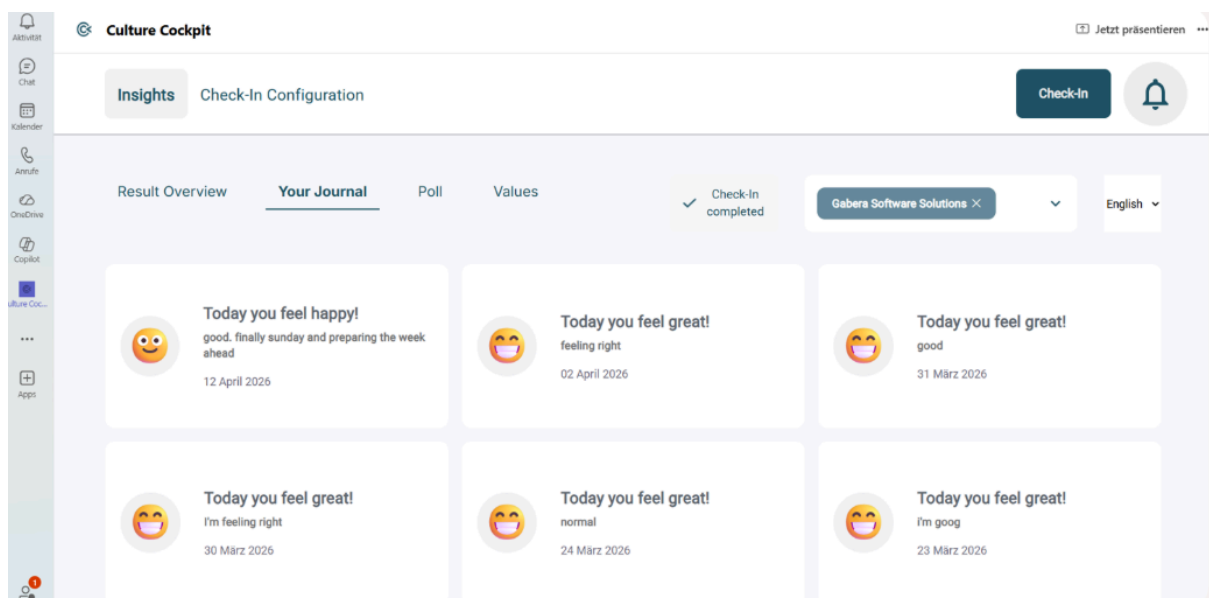


TeamLeads see only **team average values**, never individual people.

6.6. Journal

The journal shows the TeamLead's personal history:

- daily wellbeing
- personal notes
- date of entries

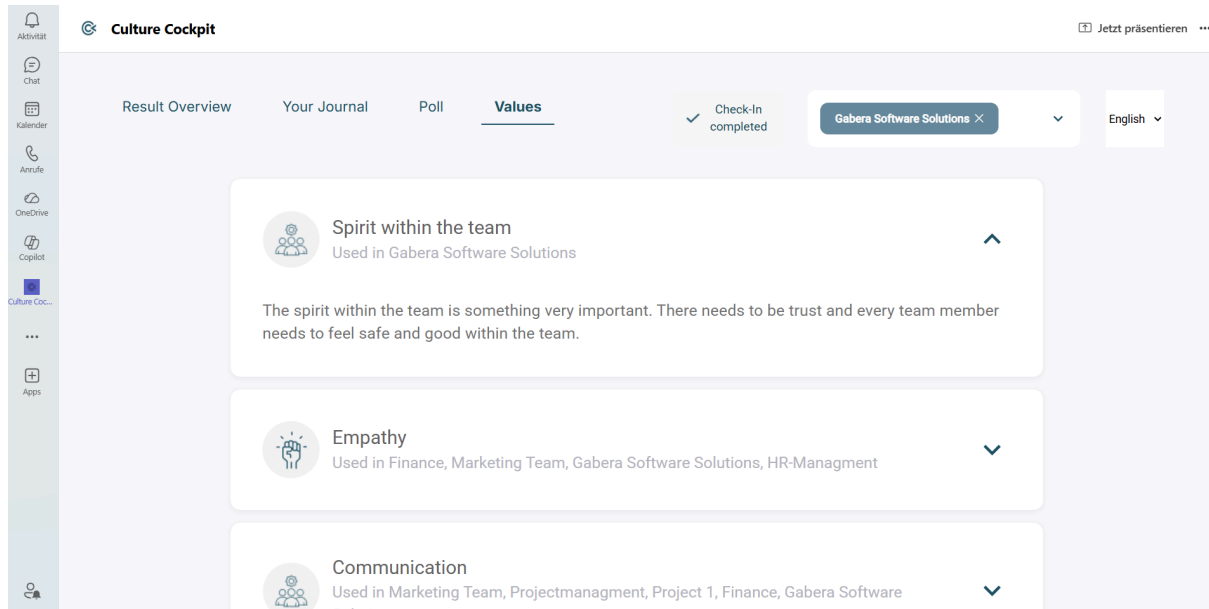


The journal is **private** and is not shared with the team.

6.7. Values

Under **Values**, the TeamLead sees all values defined for the team:

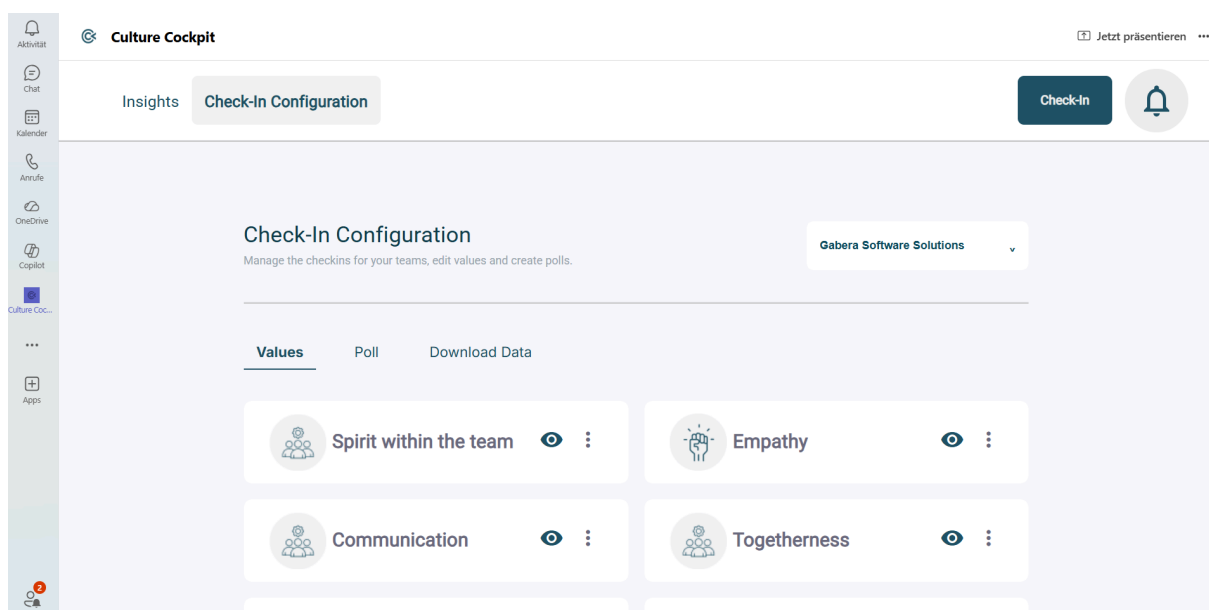
- Value name
- Icon
- Description



Clicking a value opens the detail view.

6.8. Check-In Configuration (Admin Rights Only)

If the TeamLead also has admin rights, they can define or adjust values.



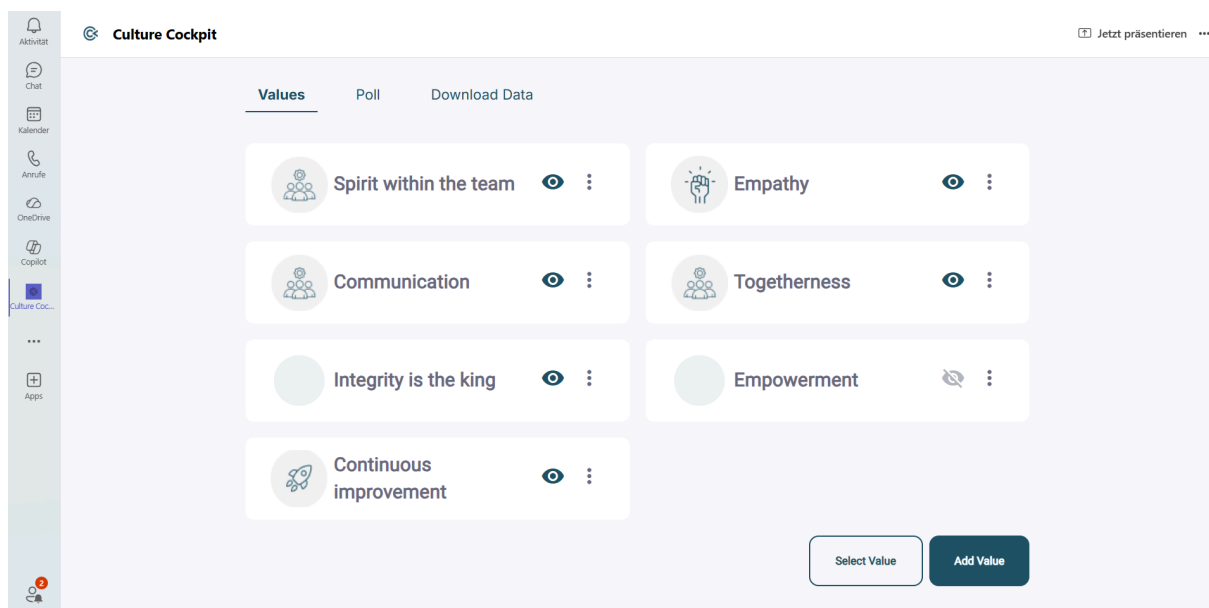
6.8.1. Select Team

First, select the team whose values are to be edited.

6.8.2. Add/Create Values

When adding a new value, input fields appear that clearly describe:

- what belongs in which field
- how icons and questions are defined
- how the description should be structured



6.8.3. Edit Values

For each value, the following can be adjusted:

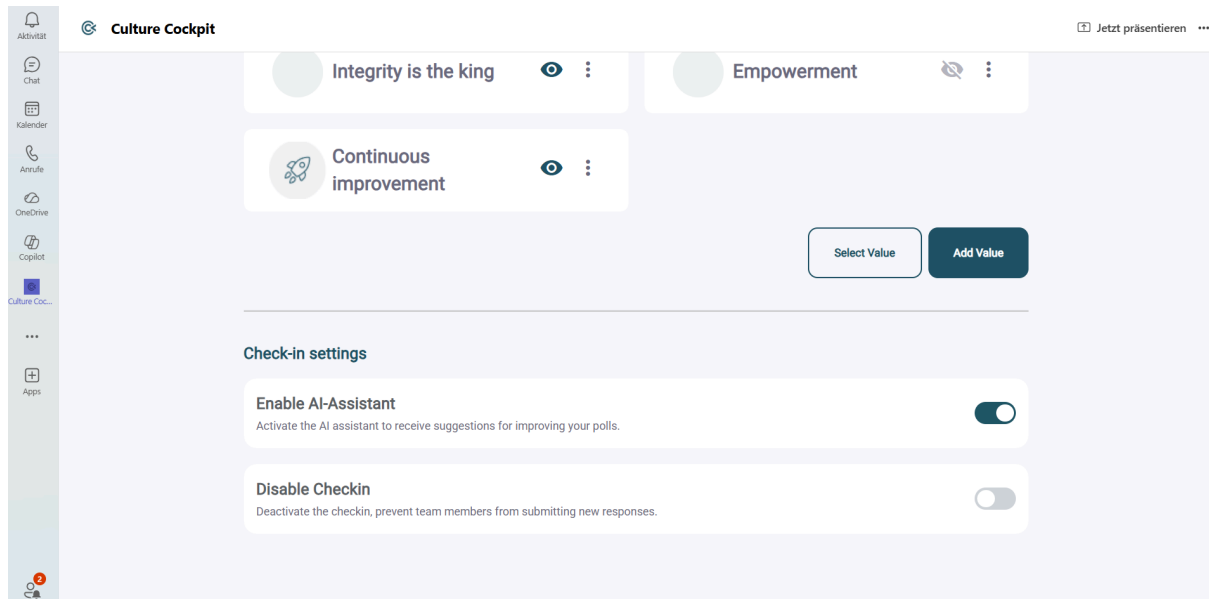
- Name
- Icon
- Question
- Description

6.9. Admin Settings

The second area of the admin settings lets you control the following functions:

- Enable/disable the AI assistant

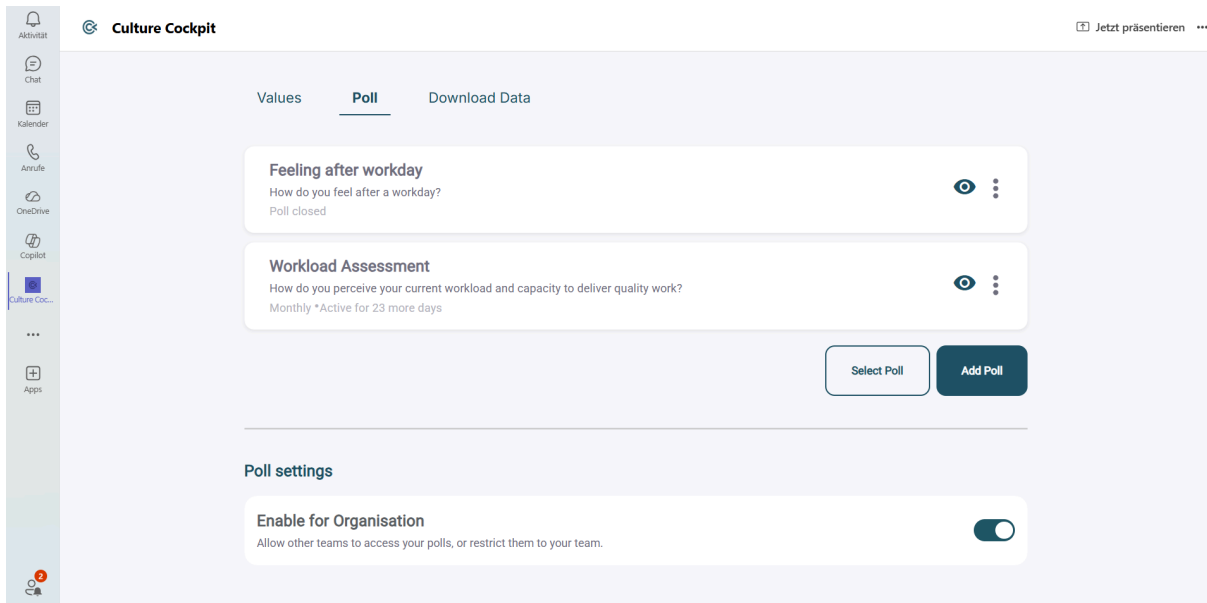
- Pause check-in
- View organization settings



6.10. Survey Management

TeamLeads with admin rights can create and manage polls. In Survey Management, you can see active surveys and their details, such as:

- Survey title
- Question
- Answer type (slider or multiple choice)
- Frequency (daily, weekly, monthly)
- Active duration in days
- Answer options (for multiple choice)



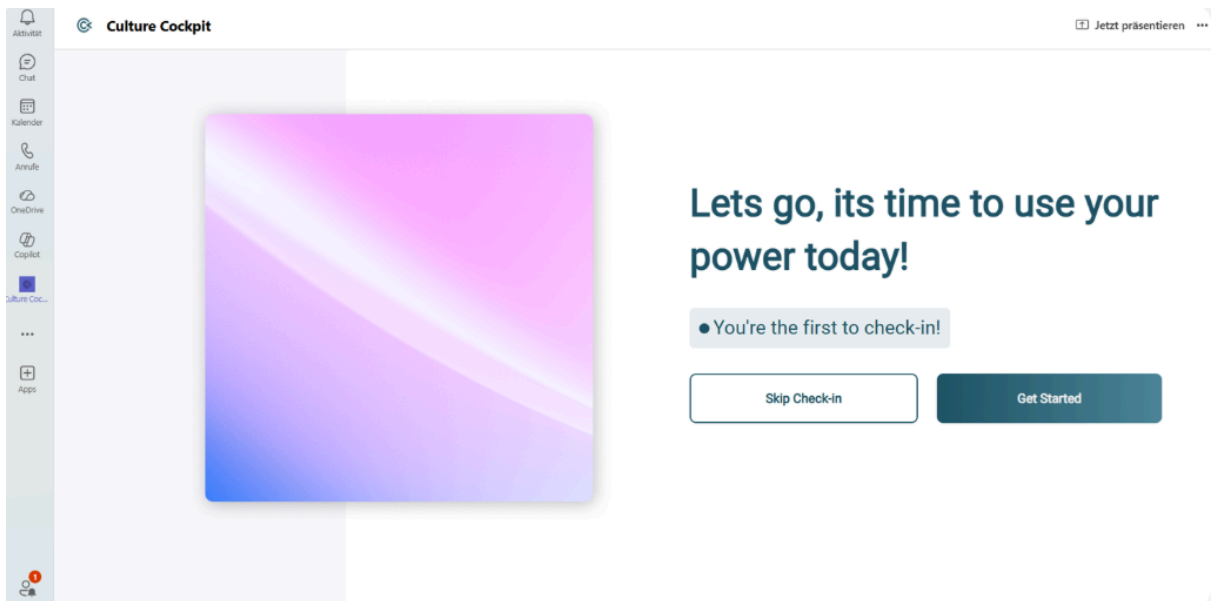
7. Worker – Features & Usage

The Worker role is for all employees without leadership responsibility. It enables daily check-ins, personal reflection, insight into anonymized team data, and use of the AI assistant. Unlike the TeamLead, the Worker has no access to administrative functions or team configurations.

7.1. Start Screen

After opening the app, the Worker sees the start screen, which makes it easy to begin the daily check-in. The screen shows:

- a motivating welcome message
- whether this is the first check-in of the day
- two options: **Skip Check-In** or **Get Started**



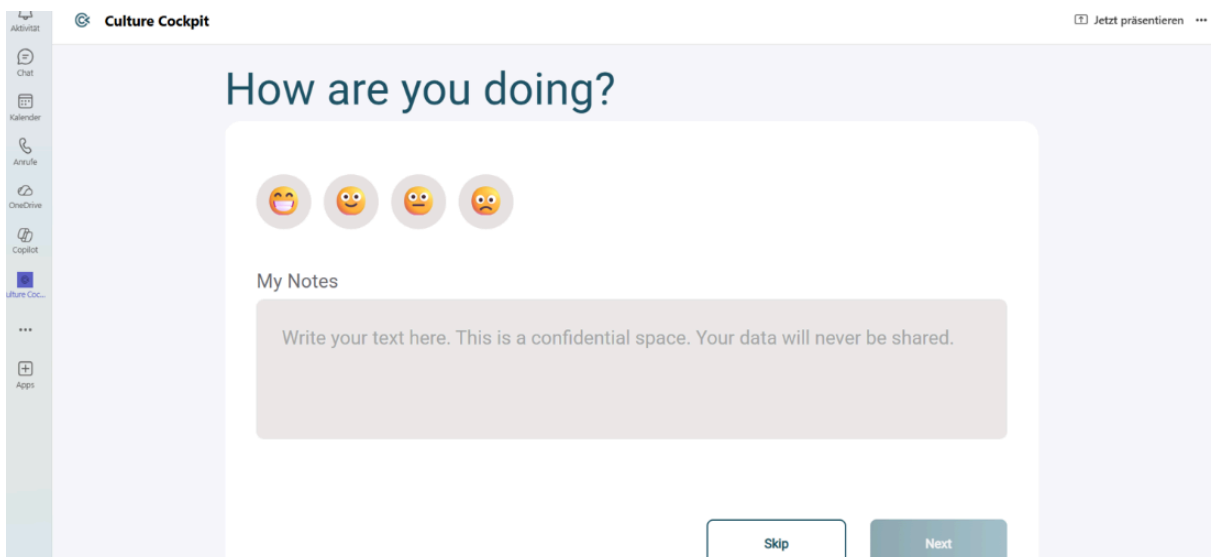
The start screen is structured identically to the TeamLead's, but with Worker-specific text.

7.2. Daily Check-In

The check-in consists of two steps and is fully identical to the TeamLead process.

7.2.1. Wellbeing

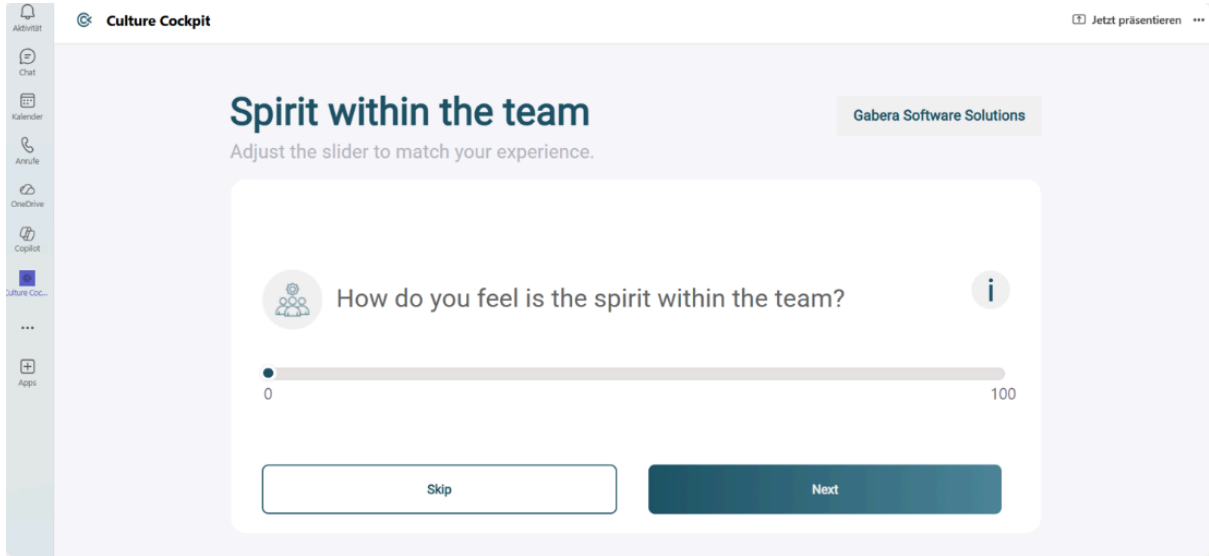
The Worker answers the question “*How are you today?*” using four emoji options. A personal note can also be added. This note is **private** and only appears in their own journal.



7.2.2. Values Questions

Next, the values defined for the team are asked about. For each value, the Worker sees:

- the value name
- the related question
- a slider from 0–100
- an info button for the value description



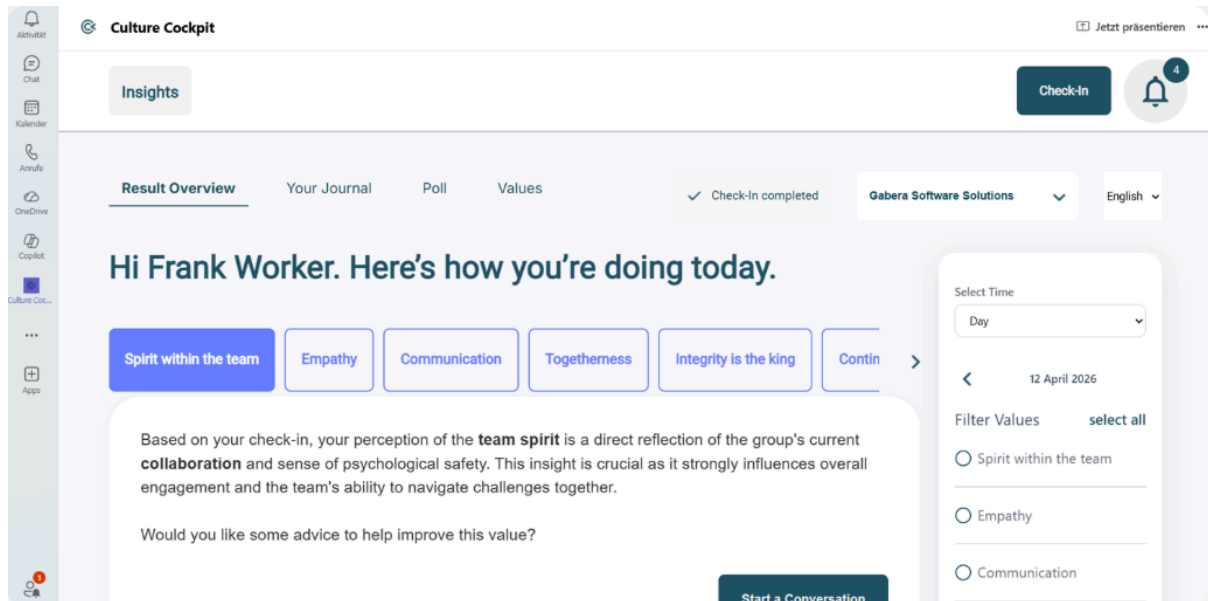
The screenshot shows the Culture Cockpit application interface. On the left is a vertical sidebar with icons for 'Aktivität', 'Chat', 'Kalender', 'Anrufe', 'OneDrive', 'Copilot', and 'Apps'. The main content area has a header with the 'Culture Cockpit' logo and a 'Jetzt präsentieren' button. Below the header, the title 'Spirit within the team' is displayed, followed by the instruction 'Adjust the slider to match your experience.' and the text 'Gabera Software Solutions'. The survey question is 'How do you feel is the spirit within the team?'. Below the question is a horizontal slider with a dot at the 0 position and the number '100' at the right end. At the bottom of the survey card are two buttons: 'Skip' and 'Next'.

The answers flow into the team data anonymized.

7.3. Insights Dashboard

After the check-in, the Worker reaches the dashboard. The structure is almost identical to the TeamLead dashboard, but with one key difference:

- ☐ The Worker also sees their own values compared to the team.



7.3.1. Navigation Bar

The Worker has access to:

- **Insights**
- **Result Overview**
- **Your Journal**
- **Poll**
- **Values**

Not visible:

- **Check-In Configuration** (TeamLead/Admin only)

7.3.2. Time and Value Filters

The following filters can be set on the right-hand side:

- Time period: **Day**, **Week**, **Month**
- Value filter: show or hide individual values

7.3.3. AI Assistant

The AI assistant supports the Worker with:

- Reflecting on their own values
- Dealing with challenges
- Improving collaboration
- Understanding team dynamics



The AI is neutral and anonymous — ideal for releasing frustration or sorting out thoughts.

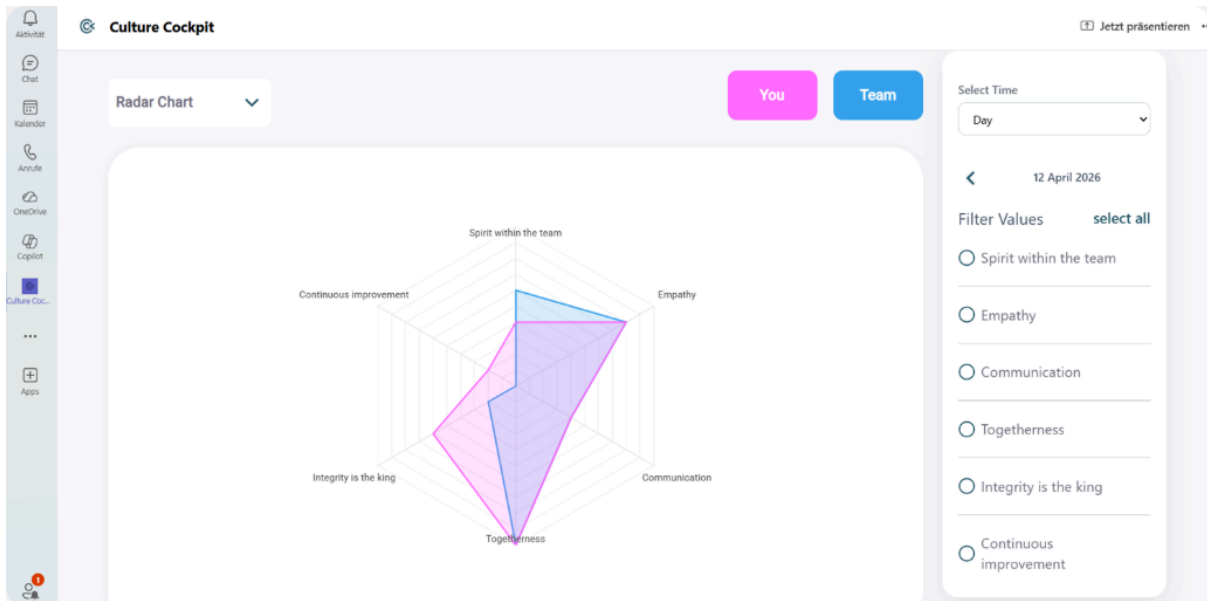
7.4. Charts in the Insights Area

The Worker sees the same chart types as the TeamLead, but with an additional perspective:

- ☐ **You vs. Team**

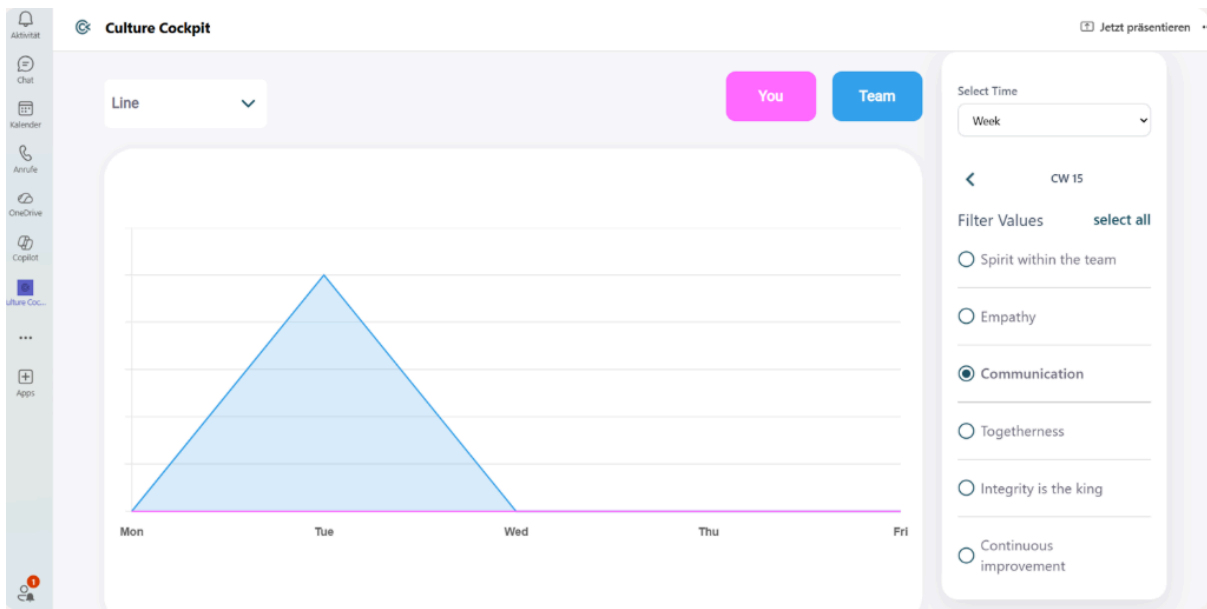
7.4.1. Radar Chart

- shows all values at the same time
- two areas: **your own values** and **the team average**



7.4.2. Line Chart

- shows how a single value develops
- two lines: **your own development** and **the team trend**
- available for week and month



7.4.3. Bar Chart

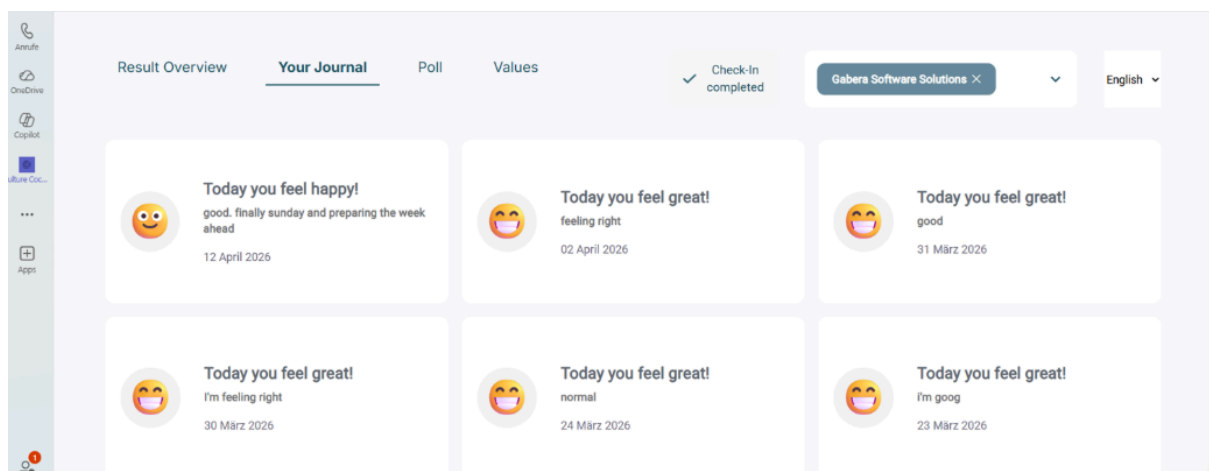
- shows all values as bars
- two colors: **You** and **Team**



7.5. Journal

The journal shows the Worker's personal history:

- daily wellbeing
- personal notes
- date of entries



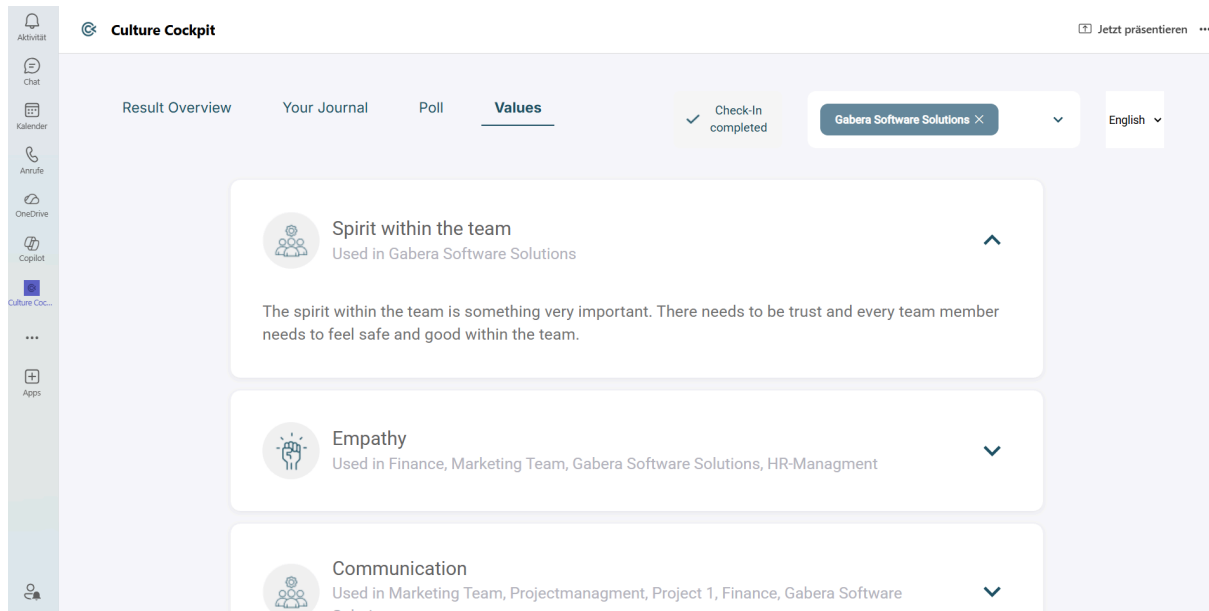
The journal is **private** and is not shared with the team.

7.6. Values

Under **Values**, the Worker sees all values defined for the team:

- Value name

- Icon
- Description



Clicking opens the detail view.

7.7. Surveys

The Worker can take part in surveys created by TeamLeads or Admins.

7.7.1. Surveys Dashboard

In the poll area, the Worker sees:

- active polls
- Survey question
- Survey results (anonymized)

Surveys can be:

- Slider-based
- Multiple choice
- one-off or recurring

8. Installation & Deployment

Culture Cockpit is fully integrated into Microsoft Teams and is provided via the official Microsoft Teams Store. Installation is simple but requires certain permissions and technical requirements so that all functions — especially team management — can be used correctly.

8.1. Installation via the Microsoft Teams Store

Culture Cockpit can be searched for and installed directly in the Teams Store.

Installation Steps

1. Open Microsoft Teams.
2. In the left-hand navigation, click **Apps**.
3. In the search field, enter “**Culture Cockpit**”.
4. Select the app and click **Add**.
5. The app then appears automatically in the left-hand Teams navigation.

Note

- The app can be deployed **for individual users** as well as **for the entire company**.
- Deployment for all users takes place via the Microsoft Teams Admin Center.

8.2. Deployment via the Microsoft Teams Admin Center

For companies that want to roll out Culture Cockpit centrally, deployment via the Admin Center is recommended.

Requirements

- Teams Administrator or Global Administrator role
- Access to the Microsoft Teams Admin Center

Deployment Steps

1. Open the Microsoft Teams Admin Center.
2. Go to **Teams Apps** → **Manage Apps**.
3. Search for Culture Cockpit and approve it.
4. Under **Setup Policies**, set whether the app should be pinned automatically.

5. Optional: roll out the app to specific user groups or the entire company.

8.3. Permissions & Graph API Access

For Culture Cockpit to display teams and members correctly, the app needs access to the Microsoft Graph API.

Required Permissions

- Reading the Teams structure
- Reading the members of a team
- Assigning roles within the app

Important

The **admin role within the app** is not enough to manage Teams. An Admin must also hold an administrative role in Microsoft 365, e.g.:

- Teams Administrator
- Global Administrator
- User Administrator (restricted)

Only this allows the app to, via the Graph API:

- Read teams
- View members
- Assign TeamLeads and Workers

8.4. Updates & Maintenance

Culture Cockpit is continuously developed further. Updates are delivered automatically via the Teams Store.

Update Behavior

- Users don't need to update anything manually.
- New features appear automatically in the app.
- Admins can see in the Teams Admin Center when updates were rolled out.

Maintenance

- No local installation required
- No server maintenance by the company
- Data is stored entirely in the cloud

8.5. Troubleshooting the Installation

App does not appear in the Teams Store

- Check whether the tenant allows app installations
- Check whether the app was blocked in the Admin Center
- Check whether the user has permission to install apps

Teams are not shown

- Admin does not have a Teams administrator role
- Graph API permissions are missing
- The user is not a member of a team

AI does not work

- AI was disabled in the admin area

9. Privacy & Security

Culture Cockpit is designed to protect employee privacy at all times while giving companies reliable, anonymized data on team culture. The app meets modern security standards, uses encrypted data storage, and strictly separates tenants from one another.

9.1. Data Storage & Encryption

All data collected in Culture Cockpit is stored in a secure cloud infrastructure.

- **Encryption at rest:** All data is stored in encrypted form.
- **Encryption in transit:** Communication between the app and server takes place over TLS-secured connections.

- **Multi-tenancy architecture:** Each tenant is logically separated, so no data is visible or accessible between companies.
- **No local storage:** No data is stored on end devices.

9.2. Anonymity of Check-Ins

Employee anonymity is a core principle of Culture Cockpit.

- Individual answers are **never** shown.
- TeamLeads and Admins only see **aggregated team data**.
- Charts only show average values, never individual results.
- Personal notes in the check-in only appear **in the user's private journal**.

This ensures that employees can answer openly and honestly without fear of negative consequences.

9.3. Access Control & Role Permissions

Culture Cockpit uses a clear role model to ensure that only authorized people have access to certain data.

- **Worker:** sees only their own values and anonymized team data.
- **TeamLead:** sees aggregated team data, but no individuals.
- **Admin:** manages teams, values, and polls, but also sees no individual answers.

In addition, Microsoft Teams permissions apply:

- Only users with administrative roles (e.g. Teams Administrator) can manage teams via the Graph API.
- Culture Cockpit does not take on any permissions outside the app.

9.4. Data Minimization & Purpose Limitation

Culture Cockpit only stores data that is necessary for the app to function:

- Check-in values
- Wellbeing entries
- Survey answers

- Value definitions
- Team memberships
- AI analyses (temporary, not personally identifiable)

No **sensitive** personal data is stored, such as:

- Health data
- Location data
- Private messages
- Content from Teams chats or emails

9.5. Deletion Policy & Data Retention

Data is only stored for as long as it is needed to use the app.

- Check-in data can be deleted at the company's request.
- Poll data can be archived or removed once complete.
- Users can delete their personal journal entries at any time.
- If the app is uninstalled, the tenant can be completely removed.

10. Troubleshooting

This chapter helps you quickly identify and resolve common issues. Most challenges are related to permissions, licenses, or Teams configurations. Culture Cockpit itself requires no local installation and is fully cloud-based, which minimizes technical sources of error.

10.1. App Does Not Appear in Microsoft Teams

If Culture Cockpit is not visible in the Teams Store or cannot be added, the following causes are possible:

- The app was blocked in the Microsoft Teams Admin Center.
- The tenant does not allow installation of third-party apps.
- The user does not have permission to install apps.

- The app has not yet been approved for the organization.

Solution: Contact the Teams Administrator and check whether the app is approved under *Teams Apps* → *Manage Apps*.

10.2. Teams Not Shown in the Admin Area

If an Admin sees no teams or cannot assign members, this is almost always due to missing Microsoft Teams permissions.

Possible Causes

- The user does not have a Teams Administrator role.
- Graph API permissions have not been granted.
- The user is not themselves a member of a team.

Solution: Make sure the Admin has at least one of the following roles:

- Teams Administrator
- Global Administrator
- User Administrator (restricted)

10.3. AI Assistant Does Not Work

If the AI assistant provides no answers or appears disabled, this can have the following causes:

- The AI was disabled in the admin area.
- The organization blocks AI features.
- The AI bot in use was disabled externally.

Solution:

- Open the admin settings and enable the AI assistant.
- Contact the Culture Cockpit team for a check.

10.4. Charts Do Not Load or Show No Data

If charts remain empty or show no values, this can have the following causes:

- No check-ins have been carried out yet.

- The time period filter is set incorrectly (e.g. a week with no entries).
- Values have not yet been defined in the admin area.
- The user does not belong to a team.

Solution:

- Set the time period to “Day” and check.
- Make sure values are defined for the team.
- Check team membership in the admin area.

10.5. Surveys Are Not Shown

If surveys do not appear or cannot be filled out:

Possible Causes

- There is no active survey.
- The survey has expired.
- The user does not belong to the team the survey was created for.
- The survey was disabled in the admin area.

Solution:

- Check the survey dashboard.
- Ask the Admin whether the survey is active.

10.6. Check-In Cannot Be Completed

If the check-in is not saved or gets stuck:

Possible Causes

- Unstable internet connection.
- Teams was opened in the browser and is blocking pop-ups or scripts.
- The user is not correctly signed in to Microsoft Teams.

Solution:

- Use the Teams desktop app.

- Restart Teams.
- Check the internet connection.

10.7. Worker Sees No Team Data

If a Worker only sees their own values but no team averages:

Possible Causes

- Too few team members have completed the check-in (anonymity protection).
- The Worker is not assigned to a team.
- Values have not been defined.

Solution:

- Have the Admin check whether the team is assigned correctly.
- Wait until enough team members have completed the check-in.

10.8. TeamLead Sees No Check-In Results

If a TeamLead sees no aggregated data:

Possible Causes

- The TeamLead was not correctly assigned as a TeamLead.
- The team has not carried out any check-ins yet.
- Values have not been defined.

Solution:

- Check the admin area: is the TeamLead role set correctly?
- Make sure values exist.

10.9. Values Are Missing or Not Shown

If values are missing in the check-in or dashboard:

Possible Causes

- Values were deleted or disabled in the admin area.
- The TeamLead/Admin has not yet defined values.

- The user is in the wrong team.

Solution:

- Check Admin area → Check-In Configuration.
- Check team membership.

10.10. App Is Slow or Freezes

Possible Causes

- The Teams desktop app is overloaded.
- Too many parallel Teams tabs are open.
- Network problems.

Solution:

- Restart Teams.
- Clear the cache (Teams → Settings → General → Clear cache).
- Check the internet connection.