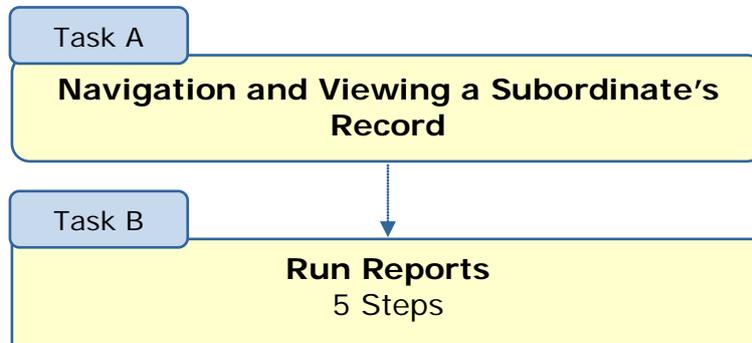


Job Aid: Navigation on the My Employees Screen

Purpose

The purpose of this job aid is to guide supervisor users through the step-by-step process of navigating the My Employees Screen within LearningLink.



Task A. Navigation and Viewing a Subordinate's Record

1 From the Home page, select the My Employees tab.

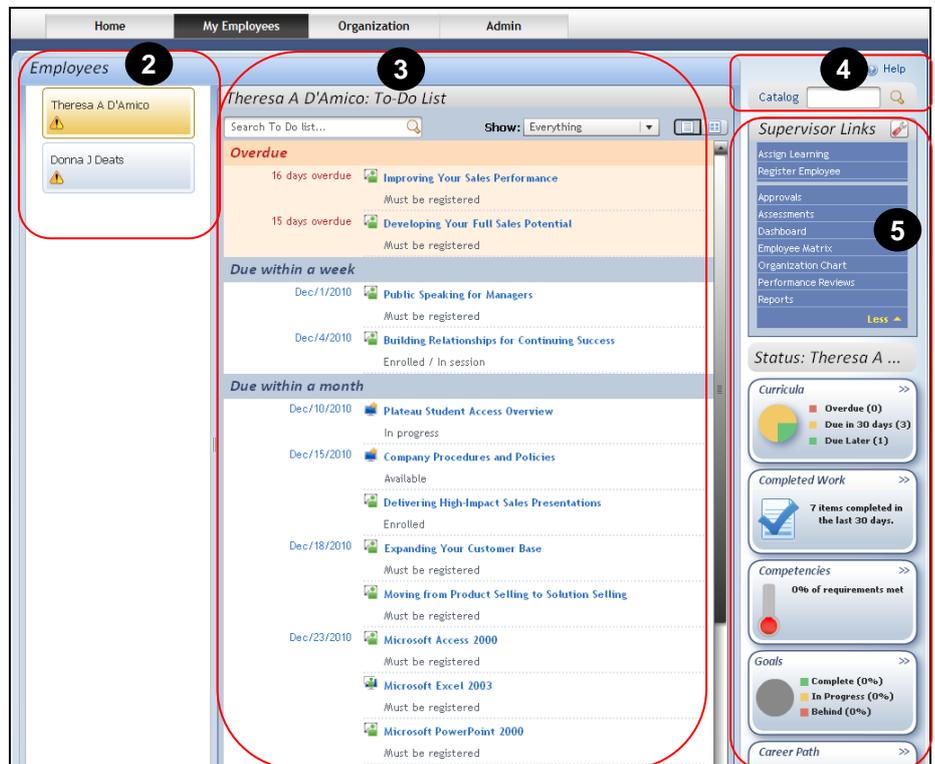


The My Employees section is designed to provide supervisors with the resources they need to monitor and manage the learning and performance activities of their direct and indirect reports.

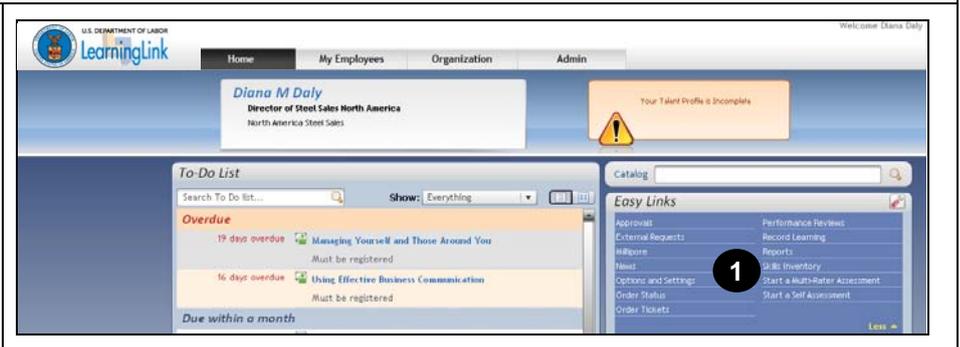
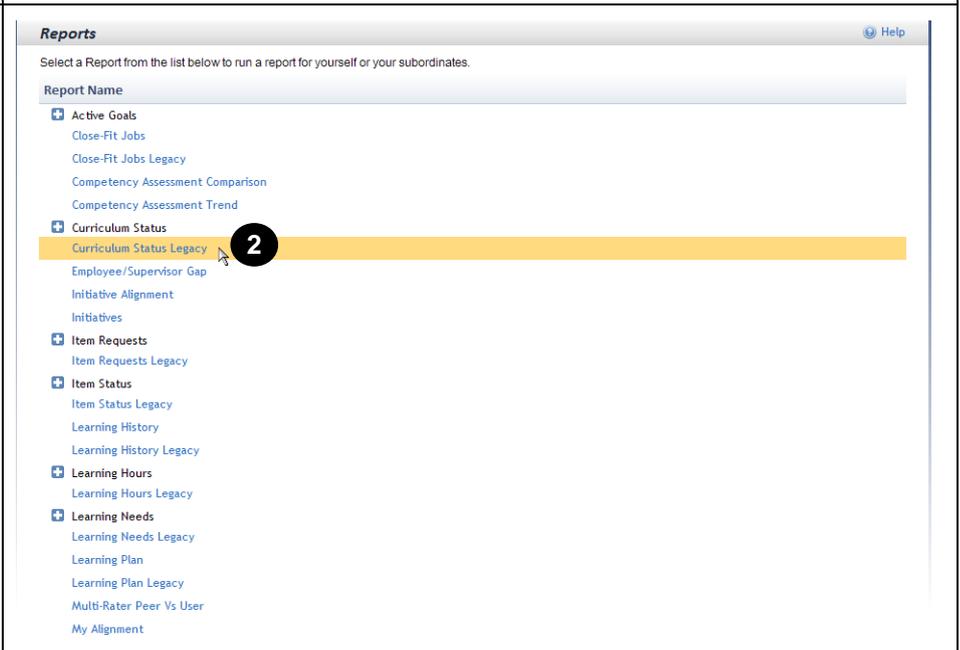
2 Use the employee tree to view the To-Do List of direct and indirect reports.

Note: If you hover over a user's card, you can perform the available actions without loading the user's To-Do List.

3 When you select an employee card, the system shows that user's To-Do List, which functions exactly like



<p>your To-Do List, but for the selected employee.</p> <p>4 Perform a simple catalog search, for example, to find an item to add to your To-Do List or the To-Do List of a direct report.</p> <p>5 The Supervisor Links area is designed so that you can access parts of the application quickly and easily. The status pods in the supervisor area are specific to the user who is selected in the tree view.</p>	
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Task B. Run Reports	
<p>1 From the Home page, select the Reports easy link.</p>	
<p>2 Select a Report Name to open the report.</p>	

3 Enter the report criteria.

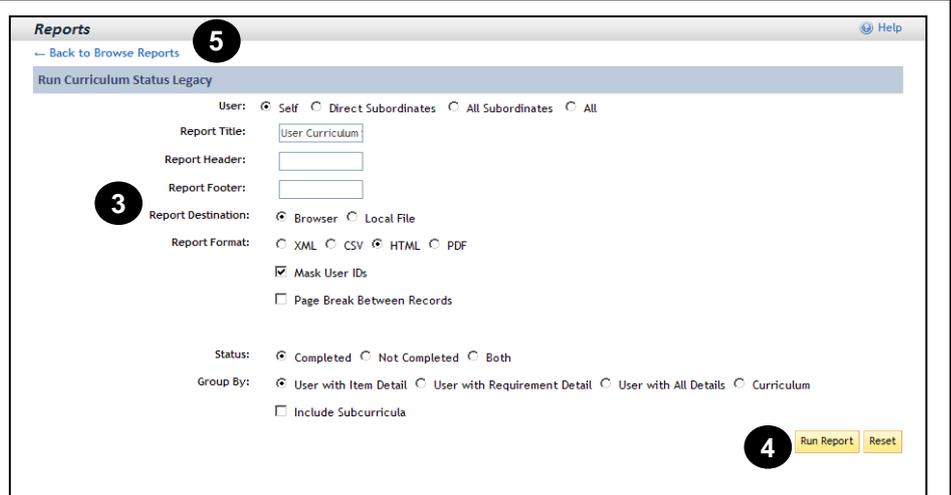
Note: Available criterion will vary depending on the report.

4 Select **Run Report**.

or

5 Select the **Back to Browse Reports** link to return to the list of reports.

*Note: Select **Help** (?) for additional information on reports.*



The screenshot shows the 'Reports' section of the LearningLink interface. At the top left, there is a link labeled 'Back to Browse Reports' with a circular callout '5' next to it. Below this is the title 'Run Curriculum Status Legacy'. The form contains several sections: 'User' with radio buttons for 'Self', 'Direct Subordinates', 'All Subordinates', and 'All'; 'Report Title' with a text input field containing 'User Curriculum'; 'Report Header' and 'Report Footer' with empty text input fields; 'Report Destination' with radio buttons for 'Browser' and 'Local File'; 'Report Format' with radio buttons for 'XML', 'CSV', 'HTML', and 'PDF'; a checked checkbox for 'Mask User IDs'; an unchecked checkbox for 'Page Break Between Records'; 'Status' with radio buttons for 'Completed', 'Not Completed', and 'Both'; and 'Group By' with radio buttons for 'User with Item Detail', 'User with Requirement Detail', 'User with All Details', and 'Curriculum', plus an unchecked checkbox for 'Include Subcurricula'. At the bottom right, there are two buttons: 'Run Report' and 'Reset', with a circular callout '4' next to the 'Run Report' button. A circular callout '3' is placed over the 'Report Destination' section.