



INTERPRET PROCESS MANAGER

Before You Begin

Ensure that you are signed into TRACCESS.

The Process Manager in TRACCESS is the main window utilized for the administration of Process Sets, Processes, Sub Processes and Tasks. Within this window, employee learning can be outlined and structured according to organizational needs.

The following exercise will guide you in navigation throughout the Process Manager.

Learning Exercise

- 1 Interpret the **Tree Control** at the left side of the Process Manager window
Here, all TRACCESS learning can be expanded and viewed in a manner similar to Windows Explorer. The expansion of each learning level will display the Processes, Sub Processes or Tasks associated with that item, as well as any Sub-levels it may hold.
- 2 Click on a **Process Set** in the Tree Control
The Processes belonging to the Process Set are now displayed within the Context View
- 3 Click on a **Process** in the Tree Control
The Sub Processes belonging to the Process are now displayed within the Context View
- 4 Click on a **Sub Process** in the Tree Control
The Tasks belonging to the Sub Process are now displayed within the Context View
- 5 Click on a **Task** in the Tree Control
A Task is now launched in the Context View. Here, specific Task details are displayed
- 6 Right-click on a **Process Set** in the Tree Control
A new Process Set, Process or Derived Process can now be added
- 7 Right-click on a **Process** in the Tree Control
A new Sub Process can now be added to this Process
- 8 Right-click on a **Sub Process** in the Tree Control
A new Task (with or without levels) can now be added to this Sub Process
- 9 Right-click on a **Task** in the Tree Control
Various learning materials and assessments can be added to this Task
- 10 Interpret the **Properties** view of the Tree Control
The specific properties and details of each item can be entered

Feedback & Evaluation

When you have completed this exercise, request a Capability Assessment from your supervisor. Your supervisor will contact you regarding scheduling of the Capability Assessment.