



**Main Menu**  
Most functions available to employees can be accessed through the main menu

**Custom Toolbars**  
All the employees have access to two toolbars: personal and global

**My Job**  
When a Learner logs in to TRACCESS CI, they will have access to all of their Assigned Processes, Sub Processes and Tasks in the My Job tree

**Report Manager**  
A Learner has access to the Report Manager to create their own Self Reports

The screenshot shows the TRACCESS CI interface. On the left is a tree view under 'My Job' with categories like 'Assigned Processes', 'Corporate Policies', and 'Health, Safety, Environmental'. The 'HSE Comply with CPR and CCR' task is selected. The main area displays details for this task, including a description field, a 'Status' table, and a 'Prerequisites' list. The 'Status' table shows: Priority: Normal; Knowledge Assessment: Elapse Date 17/12/2011 12:20 PM, Qualification Date 17/12/2008 12:20 PM, Revision Date 05/03/2009 3:18 PM, Last Failed Date: None, Assessment Final Mark: 100.00. The 'Prerequisites' list includes 'HSE Comply with Standard First Aid'. Below the details are tabs for 'Resources', 'Task Notes', and 'Training Information'. The 'Resources' tab is active, showing a list of resources like 'Standard Operating Practice', 'HSE CPR Adult - Hands-Only Illustrated Guide', etc. At the bottom is a 'Report Manager' toolbar with 8 numbered icons.

**Prerequisites**  
Similar to university courses, a Task can contain Task Prerequisites. The system can be set to Enforce Prerequisites, which means that if a Task contains a Prerequisite, the Prerequisite must be completed before attempting the attached Task

**Resources**  
Each Task can contain Course, TRACCable and/or URL Resources. They can either be displayed in a flat list, or sorted using Categories and Sub Categories

<p><b>1 Take Knowledge Assessment</b> Access a Practice or Final Knowledge Assessment</p>	<p><b>2 View Coaching Report</b> If you have ASSESS, a completed Capability Assessment can be viewed using this option</p>	<p><b>3 View Capability Assessment</b> Opens the attached Capability Assessment, which displays the actions and steps required to complete the Capability Assessment</p>	<p><b>4 Request Capability Assessment</b> Once the Learner is confident in their ability to complete the Capability Assessment actions, they can request a Capability Assessment from their Supervisor</p>	<p><b>5 Send Feedback</b> The Learner can send a message to their Supervisor regarding content within the Task</p>	<p><b>6 View Task History</b> All of the status changes, or color changes, for this Employee on this Task are displayed and explained</p>	<p><b>7 View Schedule</b> This task can be added as learning to your occupational development schedule (Schedule)</p>	<p><b>8 Access SCORM Resource</b> Open a SCORM resource for review only (equal to practice assessment), or for credit (equal to final assessment)</p>
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