Main Menu
Most functions available to Employees can be accessed through the main menu (notice that there are more options available on this menu)
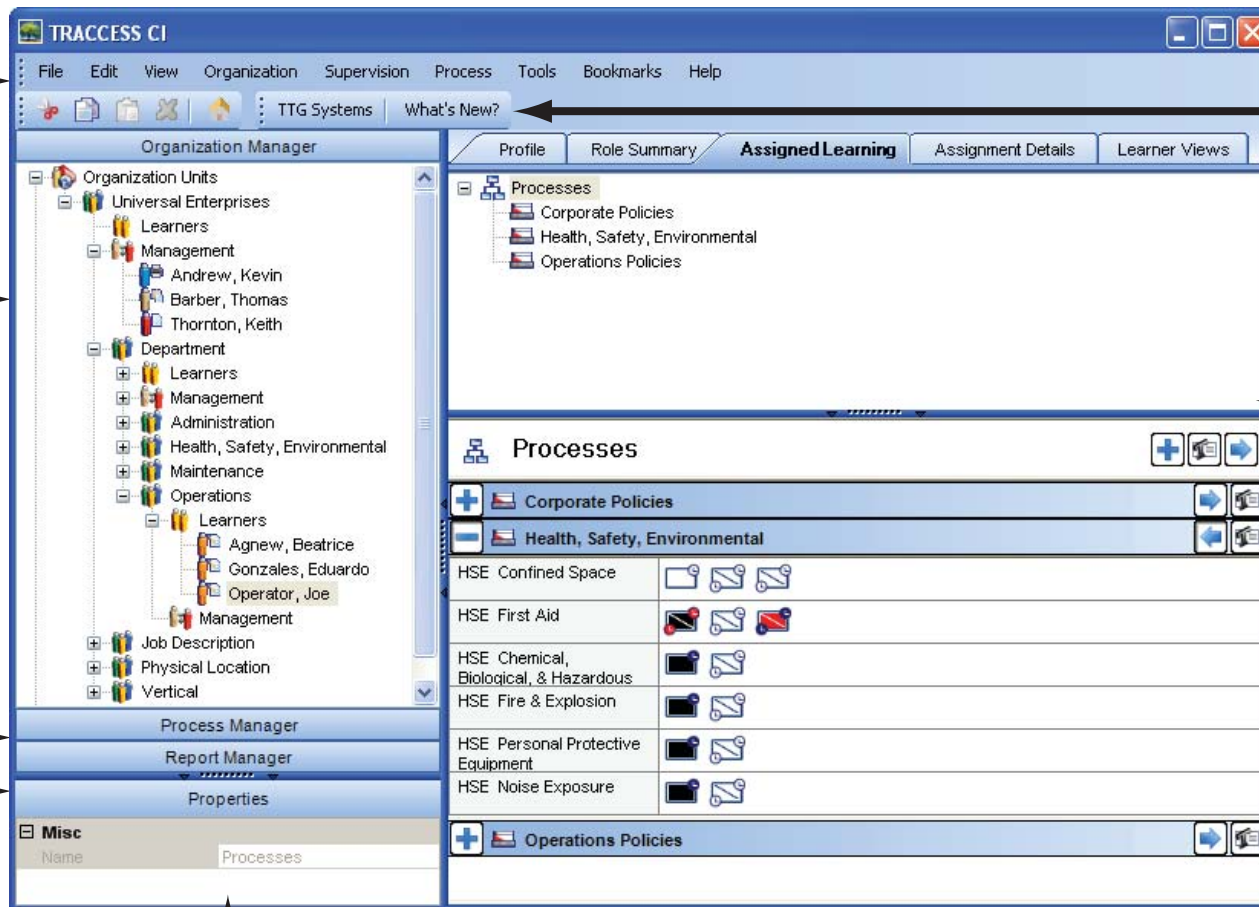
Organization Manager
This is where you create your Organization Structure which includes Organization Units and Employees. Employees with Supervisor and Operational Administrator roles have access to this tree

Process Manager
This is where you create your Process Structure which includes Process Sets, Processes, Sub Processes, Tasks and Task Properties (Resources, Capability Assessments and Knowledge Assessments). Employees with Subject Matter Expert roles have access to this tree

Report Manager
This is where you create your Reports. Employees with Supervisor, Operational Administrator and Reporter roles have access to this tree

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

Context View
Depending on the object that is selected in the tree, the Context View automatically updates to display properties of the object.

For example, in this graphic an Employee (Joe Operator) is selected in the tree. Joe has his own Profile, Role Summary, Assigned Learning, Assignment Details and Learner View tabs in the Context View. From here, a Supervisor can access all of the information on Joe

Properties
Each of the objects that is selected (in the tree or in the Context View) contains Properties. These Properties can often only be edited in the Properties section

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TRACCESS CI

File   Edit   View   Organization   Supervision   Process   Tools   Bookmarks   Help

TTG Systems | What's New?

Organization Manager

- Organization Units
  - Universal Enterprises
    - Learners
    - Management
      - Andrew, Kevin
      - Barber, Thomas
      - Thornton, Keith
    - Department
      - Learners
      - Management
      - Administration
      - Health, Safety, Environmental
      - Maintenance
      - Operations
        - Learners
          - Agnew, Beatrice
          - Gonzales, Eduardo
          - Operator, Joe
        - Management
    - Job Description
    - Physical Location
    - Vertical

Process Manager

Report Manager

Properties

Misc
  Name   Processes

Profile | Role Summary | **Assigned Learning** | Assignment Details | Learner Views

- Processes
  - Corporate Policies
  - Health, Safety, Environmental
  - Operations Policies

Processes

Corporate Policies

Health, Safety, Environmental

HSE	Confined Space	
HSE	First Aid	
HSE	Chemical, Biological, & Hazardous	
HSE	Fire & Explosion	
HSE	Personal Protective Equipment	
HSE	Noise Exposure	

Operations Policies